

1. Create a ZOOM account, this is free.

2. Once logged in, you can click on “my account” then click on “meetings” and then “personal meeting room.”

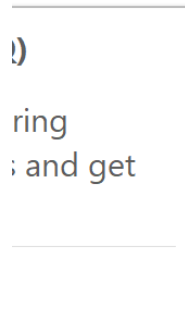
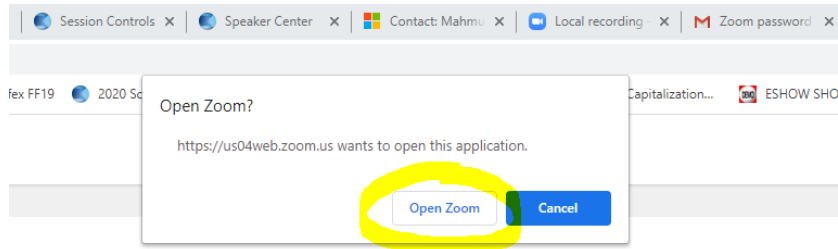
The screenshot shows the Zoom account dashboard. At the top, there is a navigation bar with the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and buttons for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A green banner contains an important notice about dial-in capabilities. The left sidebar has a 'PERSONAL' section with 'Meetings' highlighted in blue. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room' (circled in yellow), and 'Meeting Templates'. A 'Schedule a New Meeting' button is visible. Below this, a message states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' There are also links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. At the bottom, there are links for 'Microsoft Outlook Plugin' and 'Chrome Extension'. A pop-up window titled 'All About Zoom' is visible in the bottom right corner.

3. Click on “Start Meeting”

The screenshot shows the Zoom account dashboard with the 'Personal Meeting Room' tab selected. The 'Start Meeting' button is circled in yellow. The main content area shows the following information:

| Topic | Rachel Pham's Personal Meeting Room |
|------------|--|
| Time | Add to Google Calendar Outlook Calendar (ics) Yahoo Calendar |
| Meeting ID | 408 216 2954 |

4. Your browser may prompt you to download the zoom application, and if you already have, you can click on “Open Zoom”

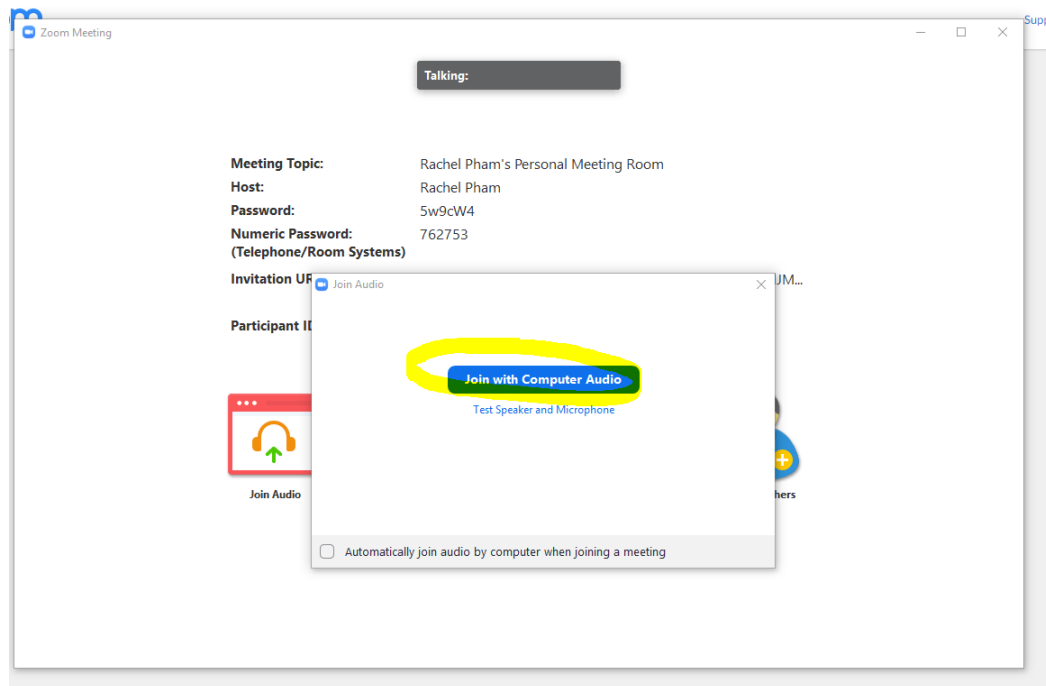


Launching...

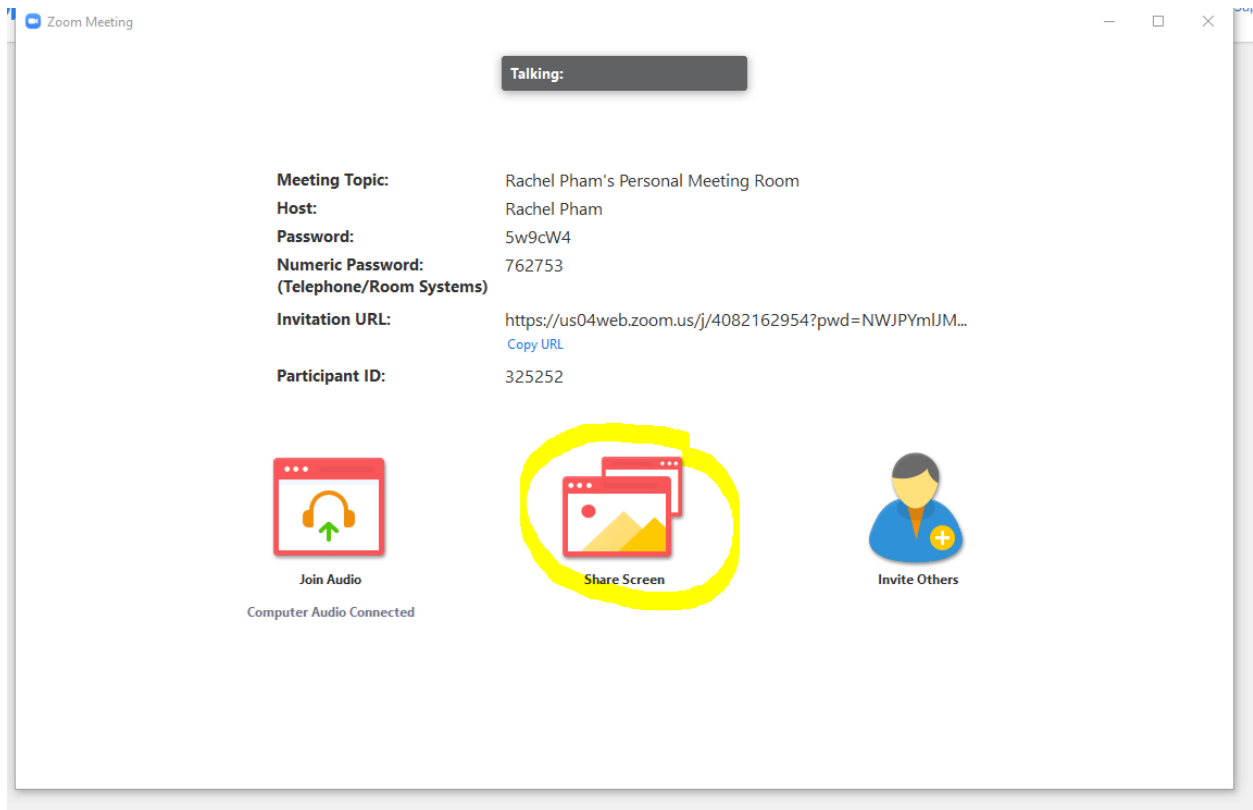
Open Zoom Meetings if you see the system dialog.

nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

5. Select “Join with computer audio”

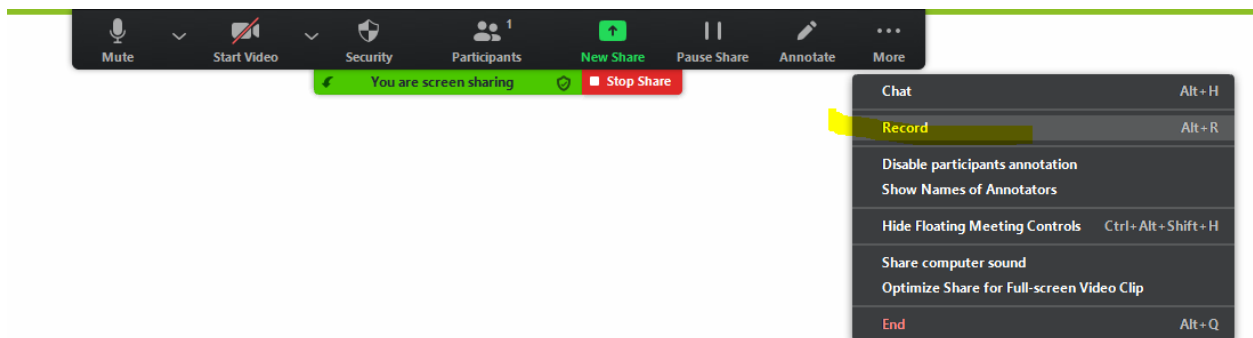


6. You are now in a Zoom meeting. You will need to share your screen and then record what you are sharing and saying. Begin by selecting “Share screen.”

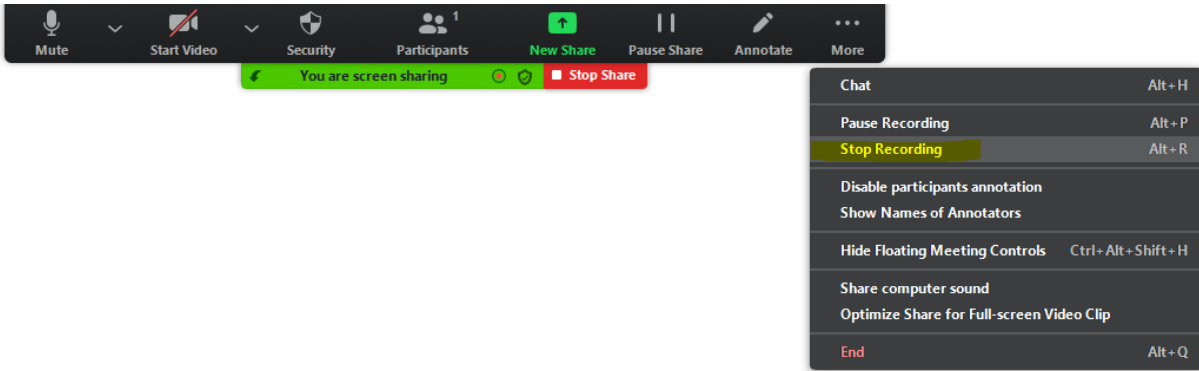


7. Select whichever screen has your Power Point slides in “Slide Show mode”

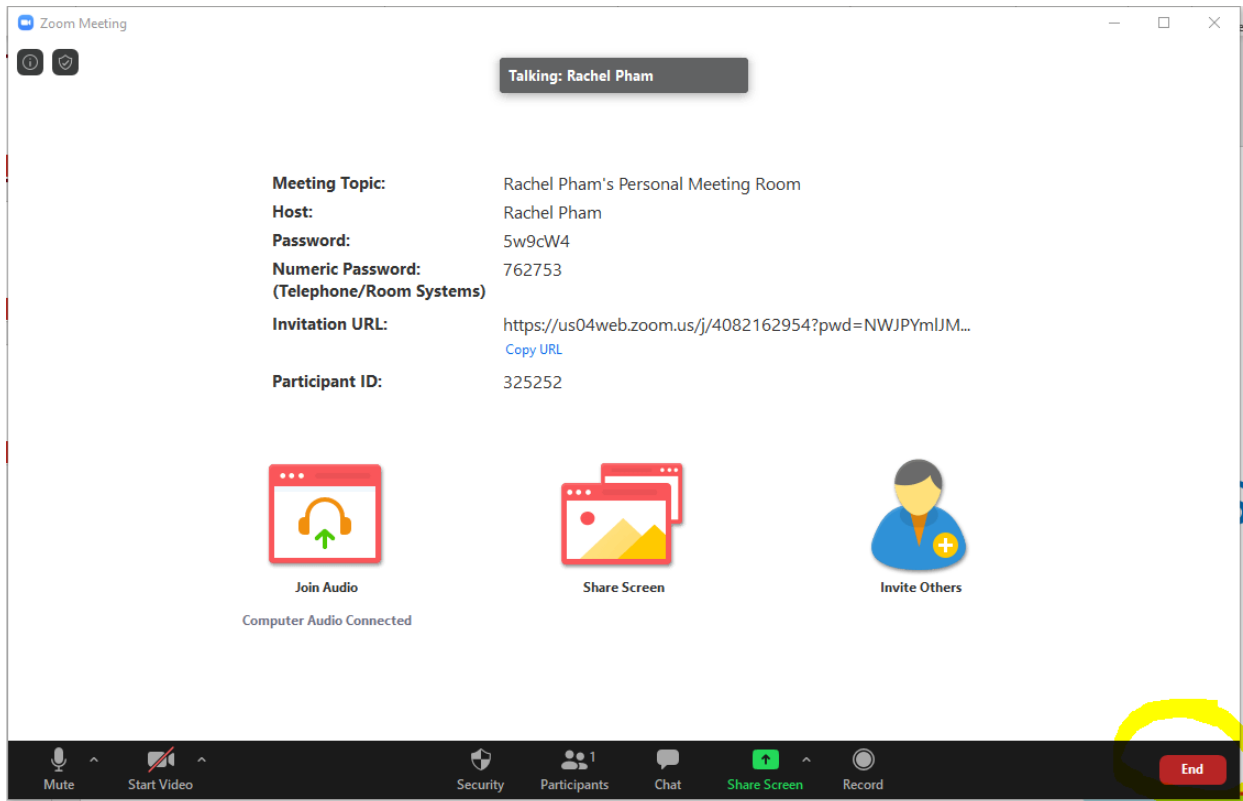
8. In the navigation menu of your display, click the “more” option, and then click Record.



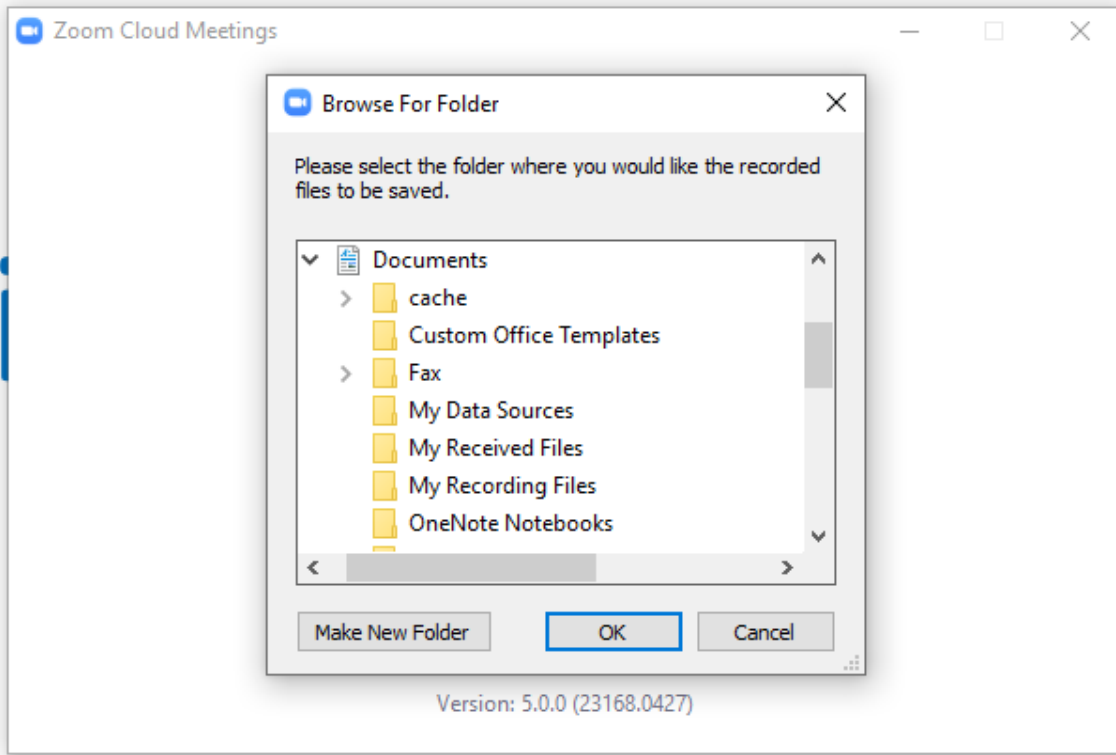
9. Now you are recording your voice while you click through you slide deck. When you have finished your presentation, you will need to click the menu option at the top again, “more” – “Stop Recording”



10. Click on “Stop Share” and in the Zoom menu, click “End” and then “End Meeting For All.”



11. Zoom will then ask you where you want to save your MP4 file. Select a location on your computer.



12. You now have an MP4 file that you can share or upload.

