

How to Pre-Record in Zoom

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STEP 1» Create a Zoom account

Create a zoom account at <https://zoom.us/>, if you don't already have one (basic accounts are free!). For an optimal Zoom experience – ensure you have the latest version downloaded: <https://zoom.us/support/download>

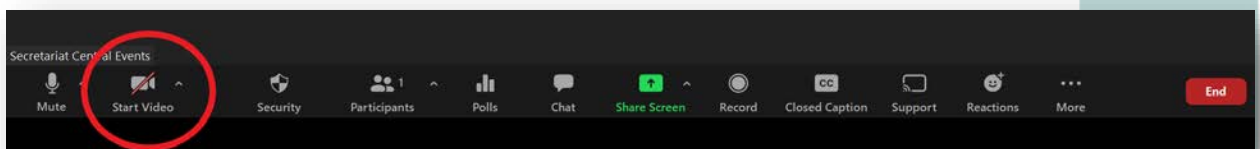
STEP 2» Start a meeting

Click "Host a Meeting > with video on".



STEP 3» Share your video

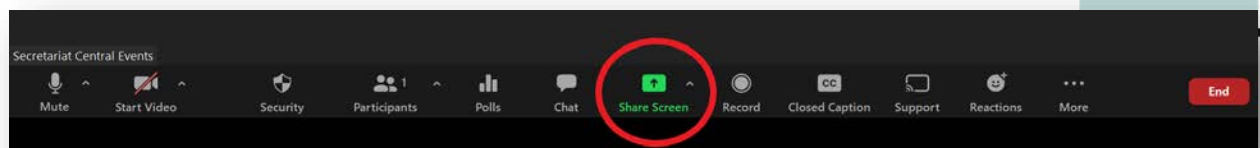
Share your video by clicking "Start Video". Ensure you are clearly visible and your microphone is unmuted.



If you are using a virtual background; ensure that is in place prior to starting the recording. The presenter will see a mirror image of the background which will record the image correctly.

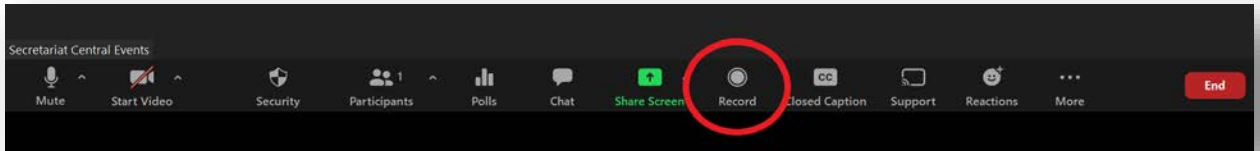
STEP 4» Share your presentation

Share your presentation by clicking "Screen Share". This will share your screen and you can pull up your presentation.



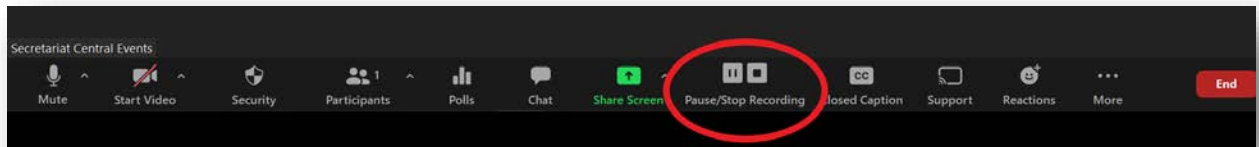
STEP 5» Start recording

Ensure your slideshow is in Presentation Mode and click the “Record” button.



STEP 6» Start presenting!

You can pause or stop your recording by clicking the “Pause/Stop Recording” buttons.



STEP 7» Save your recording

The recording will save when you end the meeting. You will receive a prompt asking where to save the recording. Select your preferred location. Zoom recordings save as [MP4 files](#).

We recommend that you **TEST your recording** before proceeding with your full presentation to ensure your video and audio are working properly.

Please note: *Secretariat is not responsible for editing/auditing your recording. Recordings sent to Secretariat will be shared as they are.*

For more information and great tips on using Zoom, visit their [Help Center](#).