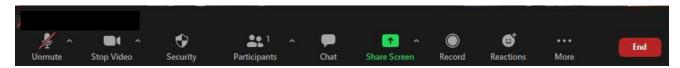# HOW TO RECORD YOURSELF USING ZOOM

STEP ONE: Go to: https://zoom.us and if you do not already have one, sign up for a free account.

STEP TWO: Select **"Host a Meeting"**. Please choose **"With Video On"**

STEP THREE: Select the "Join Audio" button to see your microphone. Once you have joined, you will then be able to mute and unmute your microphone.

Look for the Zoom controls on the bottom of your screen to prepare for your recording.

The **"Start Video"** button will allow you to enable your camera. Once your camera is enabled, you will be able to start and stop your video by toggling these icons.

The **"Share"** button will allow you to select the screen you want to share to show a presentation (ie. powerpoint, etc.), to record your screen demonstration along with your video/audio.

STEP FOUR: Select the **"Record"** button from the Zoom controls. It may ask if you want to save the video to your computer or to the cloud. We recommend your computer. Zoom will indicate it is recording in the upper left hand corner of your screen. (Please note: You can pause and restart the same recording. If you stop a recording and then start again, you will have 2 recordings.

STEP FIVE: Do your presentation as you might normally do if you were presenting on a virtual platform (ie. Zoom, Teams, GoToMeetings, Webex, etc.)

STEP SIX: When you have finished your presentation, select "End Meeting" Zoom will save your MP4 video file of your recording to a Zoom folder in your documents. Your recordings will be organized in a subfolder with the date of the recording and the name of your personal meeting room. When you select the file in your folder, rename it from "Playback" to something that will be easy to identify. Please use the following naming Protocol "Name of Conference_Name of Presenter" (ie. APLAQA 2021_AWetmore)

STEP SEVEN: Please send the MP4 File to awetmore@unb.ca

TIPS:

Lighting: The key to making you look as good as possible is good lighting! In home video, good lighting is usually even lighting. You want to light your face, and you want to light your background. Then fill the space between your front and back light to even out the light. Limit shadows and eliminate glare. An inexpensive ring light around your camera can help.

Engagement: Make sure you are talking directly to the camera when you present so that the audience feels like you are talking directly to them. Try not to look at images on the screen - unless you are presenting from the screen. Instead, look directly into the camera for maximum engagement. It takes practice, but once you get it, you'll be happy with the results.

Background: Make sure that your background (the room and objects behind you) are not too distracting. Remove any clutter or items that you do not want your audience to focus on.