

# Record presentation with Zoom

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Zoom is a popular program for conference calls and online meetings, and is used by some educators. Zoom has a built-in feature for recording and sharing presentations.

In this guide you will find an introduction to:

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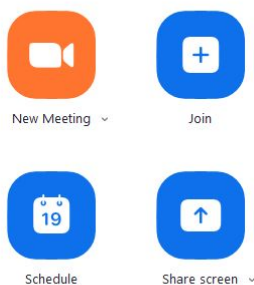
## 1. Introduction to Zoom

To download, install and sign up for Zoom, follow this guide on Studypedia:  
<https://studypedia.au.dk/en/tekniske-vejledninger/video-meeting-in-zoom/>

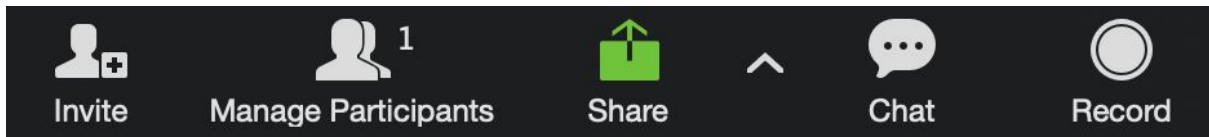
## 2. Screen Sharing

If you choose to use Zoom to record your presentation, e.g. a PowerPoint show, then you will first need to create a meeting. It does not matter whether you are alone in the meeting.

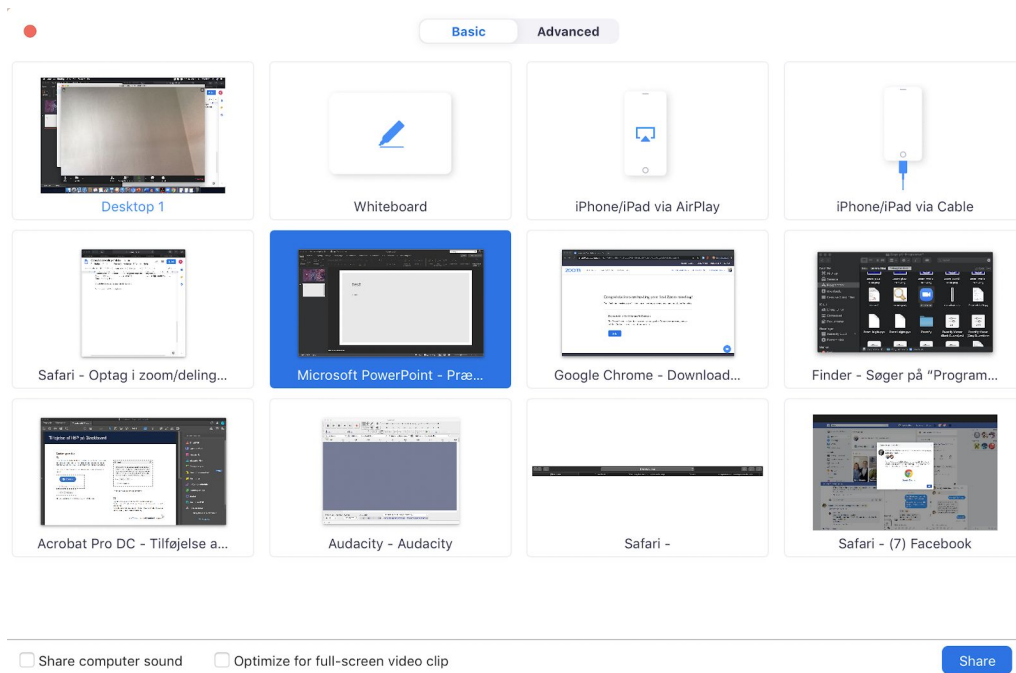
1. Click “New Meeting” in the Start Menu of Zoom. Now, you will start a new meeting with yourself.



2. Before you begin recording you need to “Share” the thing you want to present. This could be your PowerPoint presentation.
3. Click share in the menu bar in the bottom of the window.



4. You will now have several options, depending on which programs are currently open on your computer. Choose PowerPoint to share your slides.



5. To stop sharing your screen, click “Stop Share”, which is located in the middle at the top of the window.

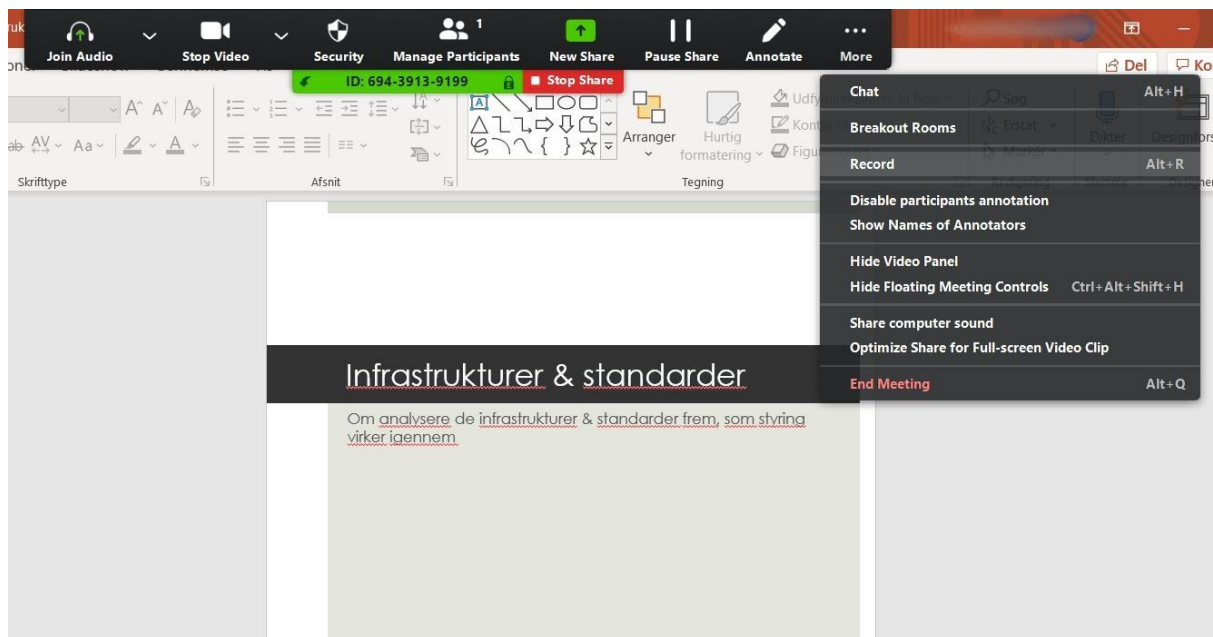


### 3. Recording your Zoom Meeting

- A. To record your meeting, you can either click “Record” in the bottom menu bar, if you start recording before screen sharing.



- B. To record after you have begun screen sharing, click on “More” in the menu bar at the top of the screen. Then, in the drop-down-menu select “Record”



If you are not the “Host” you will need permission to record the meeting.

The recording will automatically be saved as soon as you end the meeting. The Optagelsen bliver automatisk gemt, når mødet afsluttes. By default, the recording is stored in your local “Documents” folder in a folder named “Zoom”.