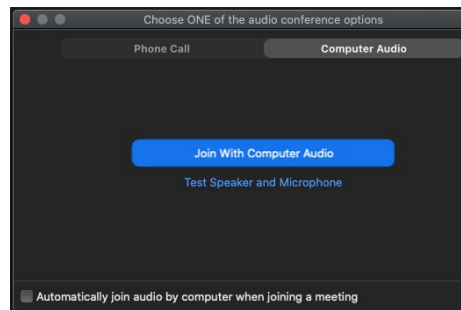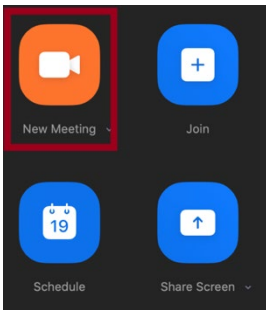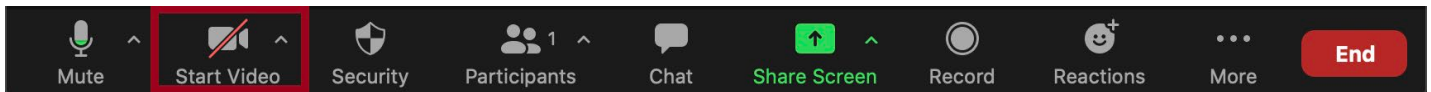# How to Record a Video Presentation using Zoom

While Zoom is a great way to conduct online meetings and webinars, you can also use it to create instructional videos for your students. Using Zoom, you can record a video of yourself sharing content from your computer like a PowerPoint presentation, a Word or Excel file, or a webpage.

1. **Launch Zoom.** Open the Zoom application on your computer and click *New Meeting*. If prompted, select *Join With Computer Audio*.
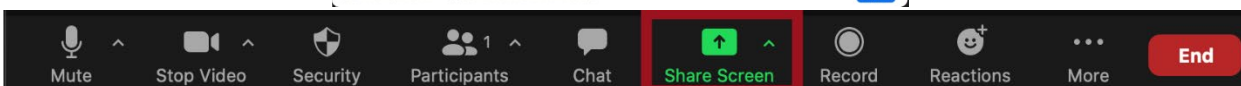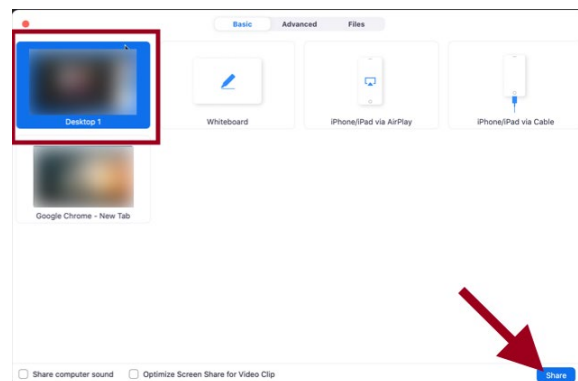

2. **Start your Video.** Click *Start Video* to record a video of yourself alongside any content you share.
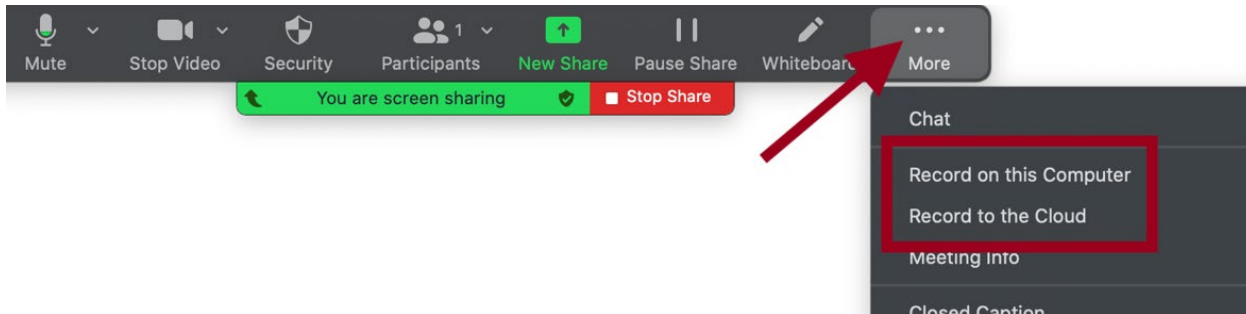

3. **Open presentation materials.** Open any files and programs you plan to use in your presentation and close anything you won't use to facilitate smoother transitions when switching between content. If you don't plan to use something right away, minimize its window until you're ready.

   Note: Remember to close anything confidential that you don't want in the recording like emails and grades.

4. **Share Content.** Click on *Share Screen*. In the window, select what you want to share and click *Share*. If you plan to bounce around from item to item, sharing your desktop is a good option.
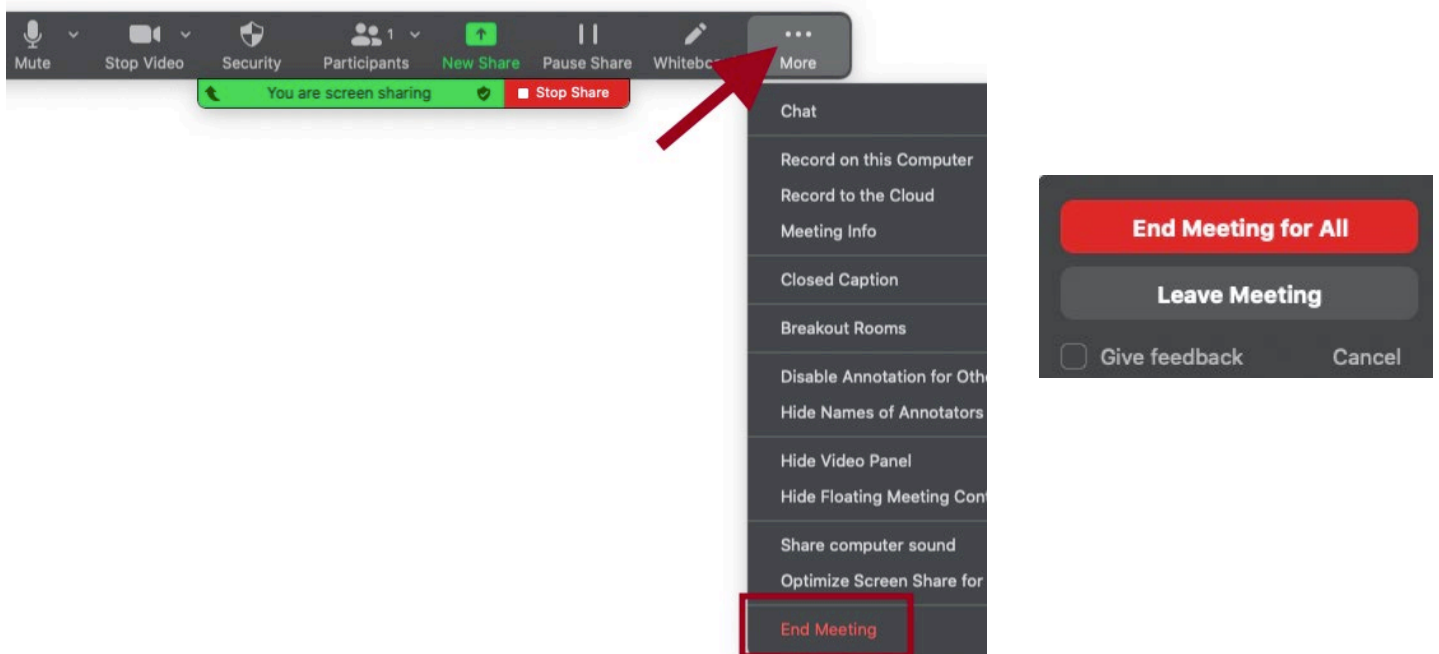
5. **Record.** Click *More* in the toolbar and choose to *Record to the Cloud* or *Record on this computer*. A blinking indicator in the top left of the session indicates when you are recording.

- *Record on this computer*: Zoom converts the recording and saves it to your computer's Documents folder in a folder named Zoom.

- *Record to the Cloud*: Zoom converts the recording and saves it in your Zoom account. You receive an email when it is ready.

6. **Start your presentation** and begin to navigate through your content. Zoom records your video and screen the entire time.

7. **End the Meeting.** Click *More* in the toolbar, select *End Meeting*, and choose *End meeting for All*.

For additional Zoom resources, visit it.gwu.edu/zoom.

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