

Recording Your Screen

To record a presentation, or record content on your screen, there are a few different options. It's important you find one that works well for you and is easy to use on your device.

PowerPoint

PowerPoint has an in-built recorder to let you record your presentation with narration, your presentation with narration and a camera input (Office 365), or just your screen.

What you'll need:

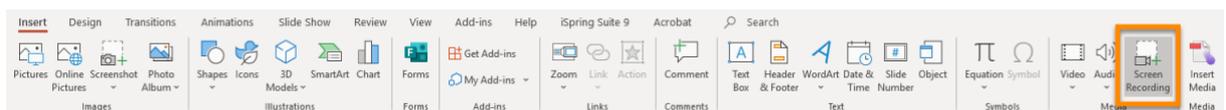
- Microsoft Office (PowerPoint)
- A Microphone (your webcam may have one built in)
- A Webcam (optional)

If you want to record a presentation with slides, you can do this in PowerPoint.

[This Microsoft Office support article covers the method for Office 365, earlier versions of Windows, Mac OS and PowerPoint online.](#) This option can be found on the 'Slide Show' tab under 'Record Slide Show'. PowerPoint presentations cut audio whilst changing slides, so take a brief pause before moving to the next slide.



If you want to record something which isn't in PowerPoint, You can [record a section of your screen](#), by clicking on the 'Insert' tab and selecting 'Screen Recording'.



Be aware that there is no in-built editor for cutting out sections, but you can re-record individual slides if you need to.

Presentations created using either of these methods can be

- saved as a PowerPoint presentation
- [exported as a video](#)

Please note that saving a Powerpoint file as a video can greatly increase the file size. We recommend that you choose the **Standard** quality setting when exporting to video.

Our recommended video format is mp4.

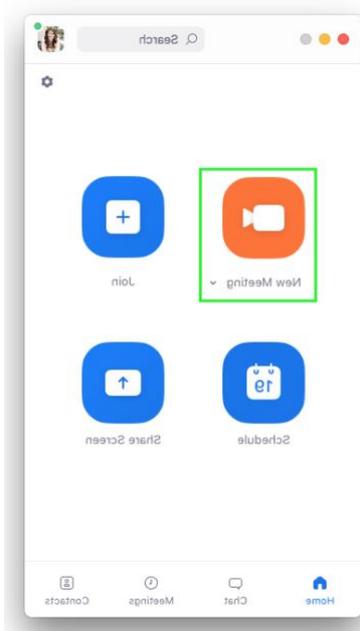
Another way to reduce file size is to compress images in the presentation. See this Microsoft support page: [Reduce the file size of a picture in Microsoft Office.](#)

Recording in Microsoft Teams

You can set up and record a Teams meeting – see [Microsoft Teams: Making a recording](#).

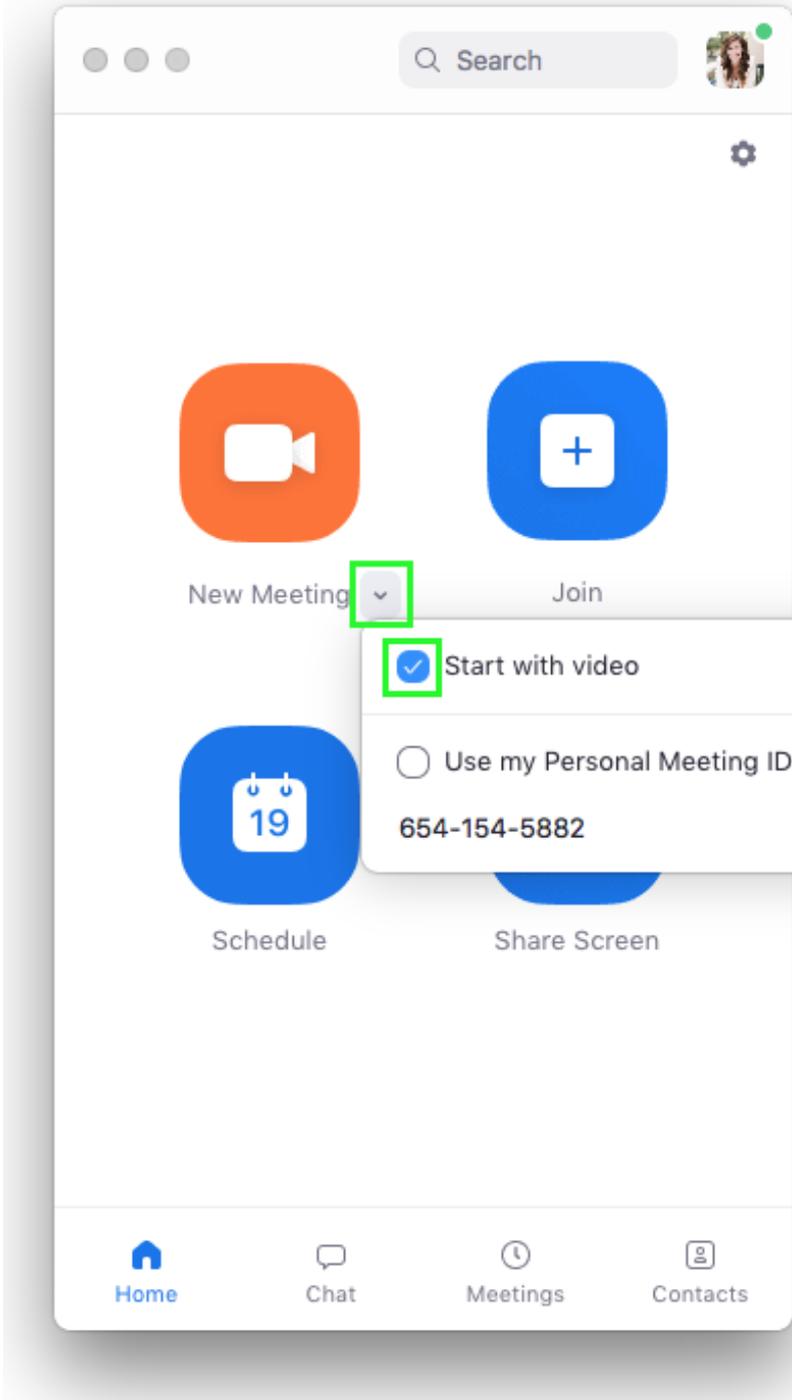
ZOOM Recording Instructions

Click “New Meeting.” This will open a new window and start your webcam video.

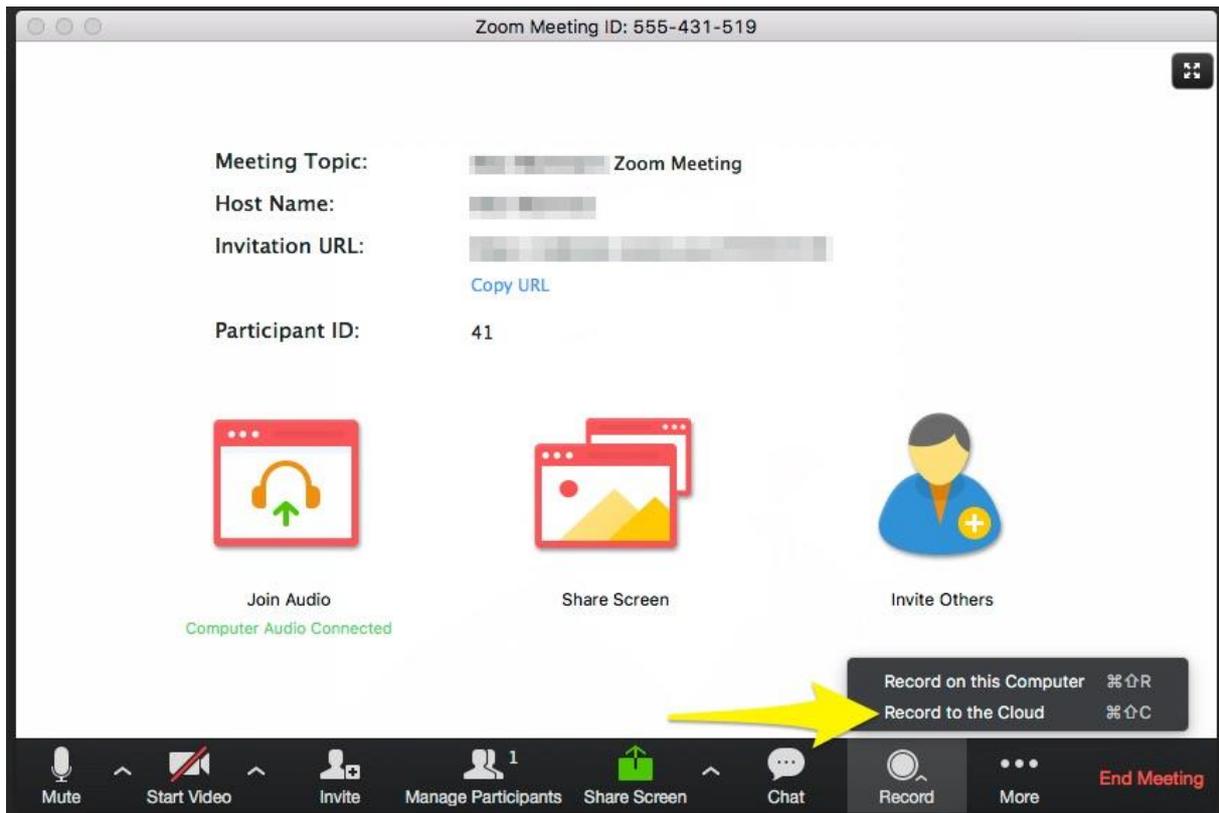


Click “New Meeting”. If you only want to record your screen without your computer webcam, select the dropdown arrow next to “New Meeting” and

uncheck the “Start with video” box. You can switch back and forth if you want during your

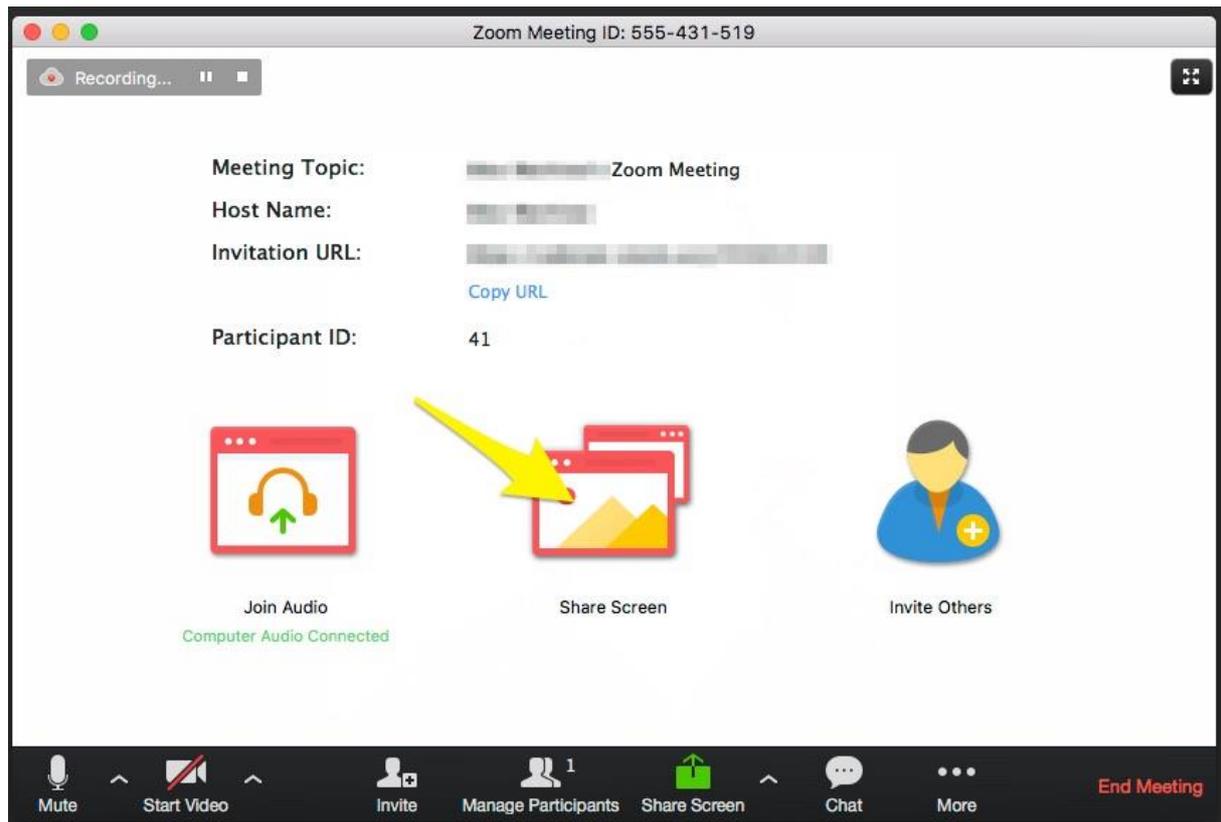


presentation.



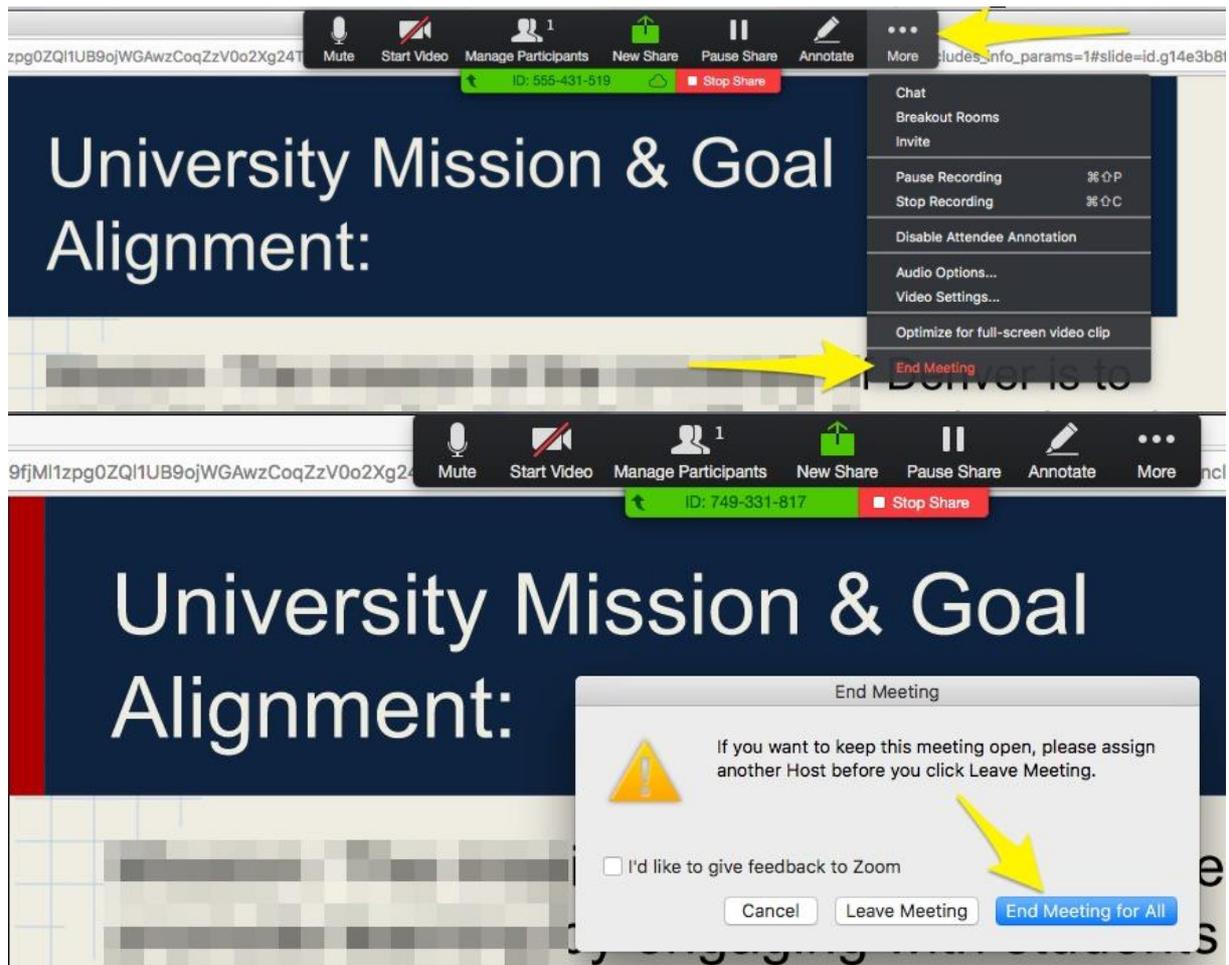
Click the Record button and select “**Record to Cloud**” option; you are now recording. If you wish to post your video on YouTube, Vimeo or some other video sharing website, click “**Record on this computer**“, ZOOM will make a mp4 file after you end your ZOOM meeting.

To record your computer screen, click the “**Share Screen**” icon in the middle of the Zoom window. Select your main screen to record and press the “**Share Screen**” button.



End Your Recording

To end the recording, press the “**More**” menu option and select “**End Meeting**“. Press the “**End Meeting for All**” button. This will end your meeting and start the upload process, so stay connected to the Internet.



Share Your Presentation

If you selected **“Record to Cloud”**, after you pressed the End Meeting button, your recording will automatically be uploaded into the ZOOM Cloud server. You should get an email sent after 20-30 minutes.

If you selected **“Record to this Computer”**, after you pressed the End Meeting button, your recording will be saved on your computer. ZOOM recordings are saved in a folder called ZOOM within your documents folder. You can upload this mp4 file to WeTransfer.