

## Using Zoom to Create Quick and Easy Screen Recordings!

All you need is Zoom and a microphone! It is a great tool for quickly recording your screen and audio all in one.

- Get started by opening the Zoom application on your computer and click on **Start with Video** to record yourself alongside your desktop with audio.
- When prompted, click on **Join Audio Conference by Computer** so Zoom will record your PC's microphone.
- Now you have started a "meeting" with yourself as the only participant.
- Click on **Share Screen** button. Select the screen you want to share (PowerPoint Presentation).
- The chosen screen will have a green border surrounding it to verify it is being shared.
- Move your cursor to the green area where your meeting ID is listed. A menu will appear.
- In this menu, click **More**, then either **Record on This Computer** or **Record in the Cloud**.
- When done recording, click on **End Meeting**. The Zoom app will begin compressing the screen recording and available to you in the way you recorded it, via the computer or the cloud.
- Upload your recorded presentation and audio files in the Upload Form below.