How to do a screen recording using your own computer

We recommend using an external microphone or headset to record your presentation, so as to ensure good audio quality. Here is a step-to-step guide on how to use Zoom to record your presentation.

1. Login to your Zoom account
2. Start a meeting
   - Once you are logged into your Zoom account, click ‘Host A Meeting’ link on the top right corner of the page, and click ‘With Video On’ to start a meeting.
   - You will be directed to Open Zoom. Click ‘Open Zoom’.
   - Click ‘Join with Computer Audio’.
3. **Share screen**
   - To use your PowerPoint slides, poster or other visual aids during your recording, click the ‘Share Screen’ button in the toolbar at the bottom.

   ![Share Screen](image1)

   - After you click the ‘Share Screen’ button in the toolbar, choose the screen you would like to share, and then click the ‘Share’ button. (Do not check “share computer sound” unless you would like to play a video during your presentation.)

   ![Screen Sharing](image2)
• Then, open your visual aid (slides or poster). You will see a green border around the screen or application that is being shared.

• Your webcam video will remain in the foreground. Move or resize it, as needed.

4. Record your presentation
   • Hover your cursor over the green tab at the top. You will see a drop-down toolbar on the top of the screen or application that is being shared.

• [Optional] If you don’t want to show your face in your presentation, click ‘Stop Video’ on the toolbar above.
• Roll your cursor over to the ‘More...’ menu and click ‘Record to the Cloud’ to start recording your presentation.

• You may start your presentation at this point.

5. **Stop recording**
   • When your presentation is finished, click ‘Stop Recording’ in the ‘More...’ menu.
• You will be prompted to confirm if you would like to stop cloud recording. Click ‘Yes’.

![Zoom confirmation dialog]

• Click ‘End Meeting’ in the ‘More…’ menu when finished. You will be directed to end meeting or leave meeting, click ‘End Meeting for All’.

![Zoom end meeting menu]

![Zoom end meeting confirmation dialog]
6. Retrieve the video file

- After a while, you will be notified by email that your Zoom video is ready.
- To view and edit your video and other relevant files generated, you may click on the link provided in the email which will direct you to the recording details.

Alternatively, you can return to your Zoom profile. Click on ‘Recordings’ in the menu found on the left of the page. Click on your recent Zoom video recording folder, which was recently generated. You may view and edit your video, audio and transcript files generated.
7. Share link with course administrator
   - From your recorded video folder (Recordings > folder), click on ‘Copy Shareable Link’.
   - Paste and send the link to imhse@hku.hk. Please indicate your abstract title, speaker name and attach the PowerPoint slides or poster.
   - You may also download the video in mp4 format.