

Reed College

Computing & Information Services

Recording a video lecture of yourself with Zoom and PowerPoint slidedeck

<https://www.reed.edu/cis/remote-teaching/video-recording-zoom-powerpoint.html>



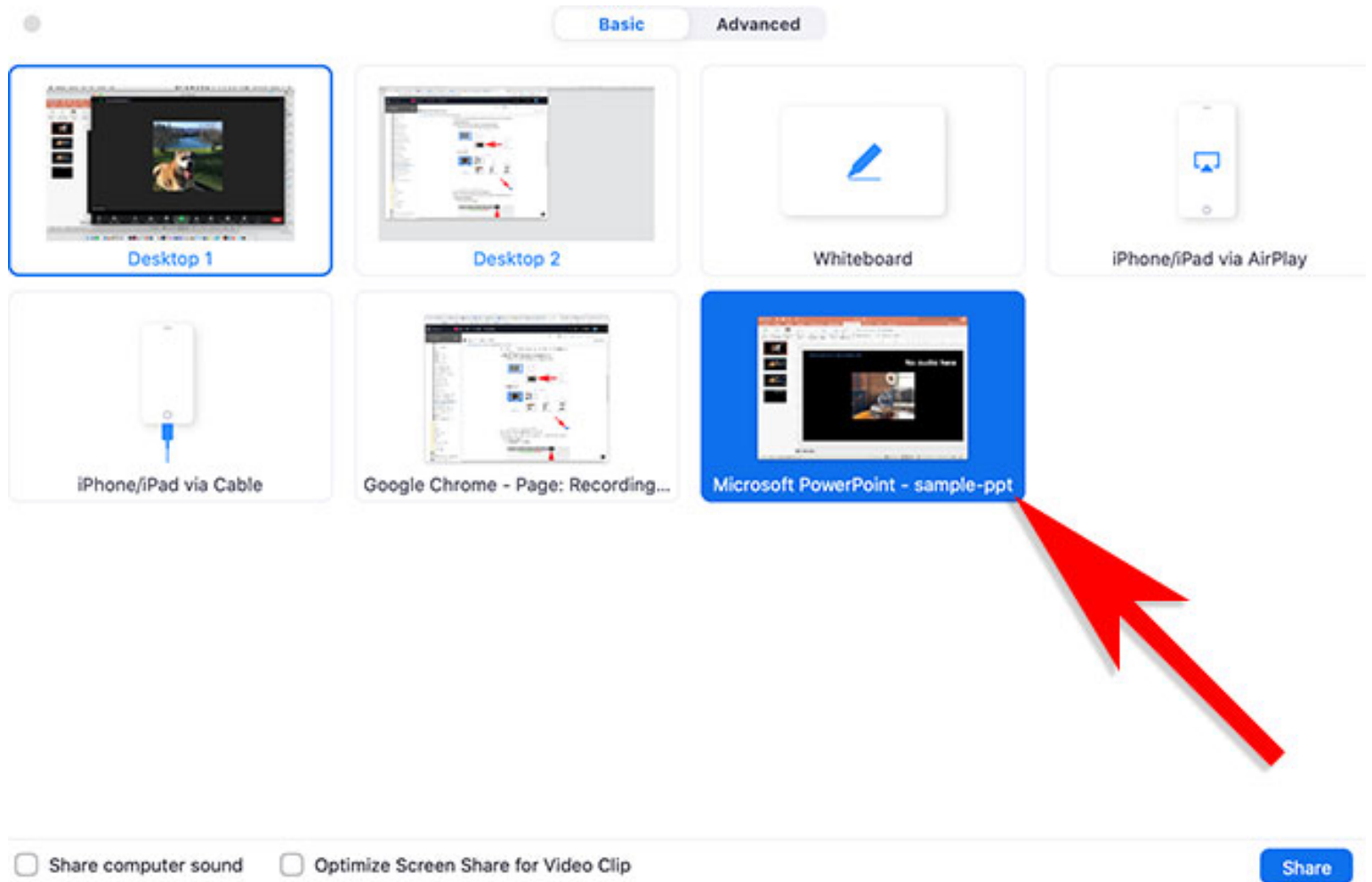
Video overlay

[View instruction](#)

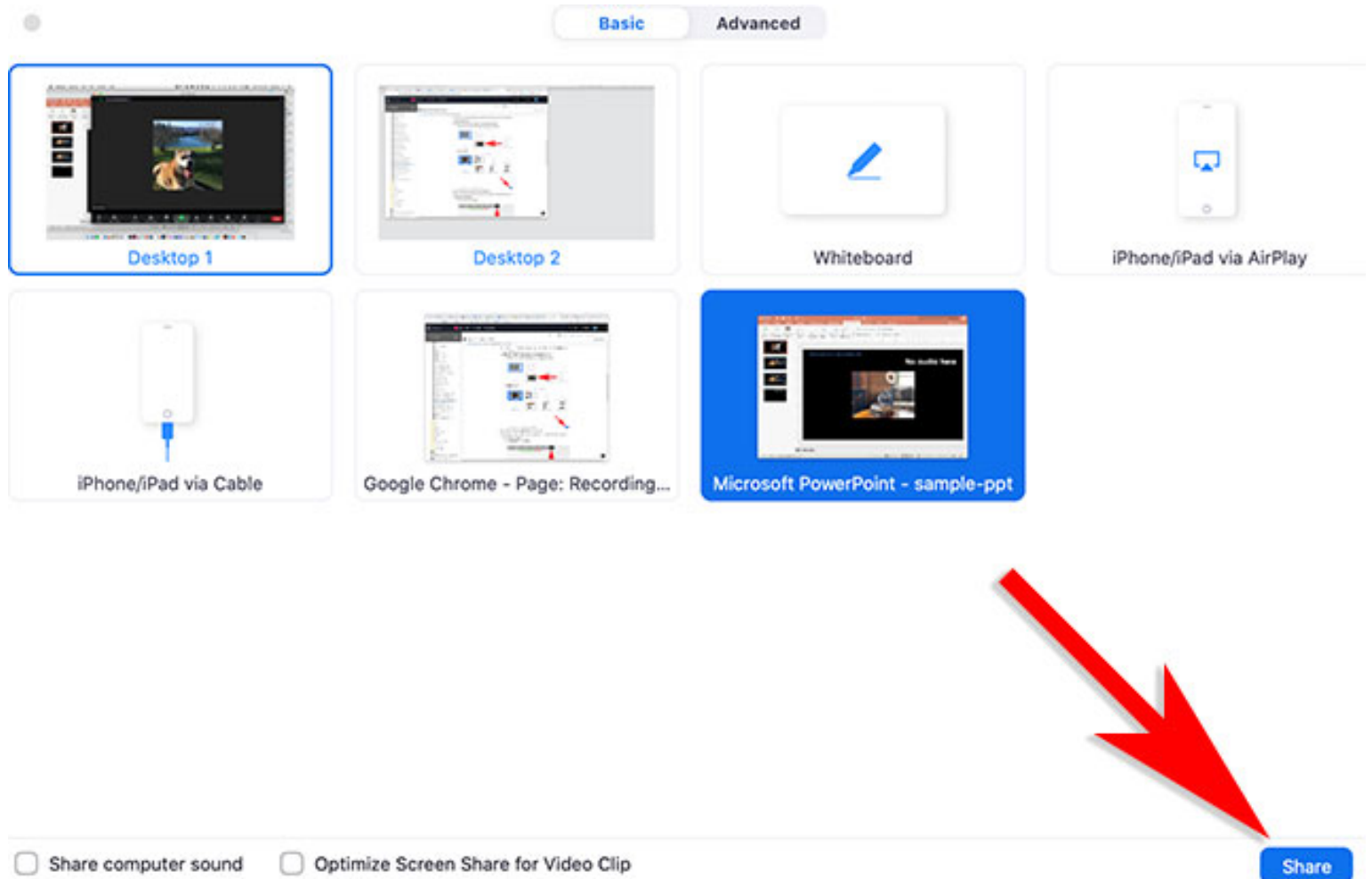
Note: Before doing any recording, make sure to prepare your slidedeck to make room for the the video image of yourself, so that your video of yourself won't be overlaid on top of any text or images. Sometimes drawing a rectangular box on each slide helps to "save" a space for your video to go.

1. Open the Zoom app and your PowerPoint file. Close all other files and applications.
2. In Zoom, click "New Meeting" (orange icon); make sure your microphone and camera are on.
3. Click the "Share Screen" button on the bottom toolbar.

1. Choose your open PowerPoint file from the options



2. Click "Share".



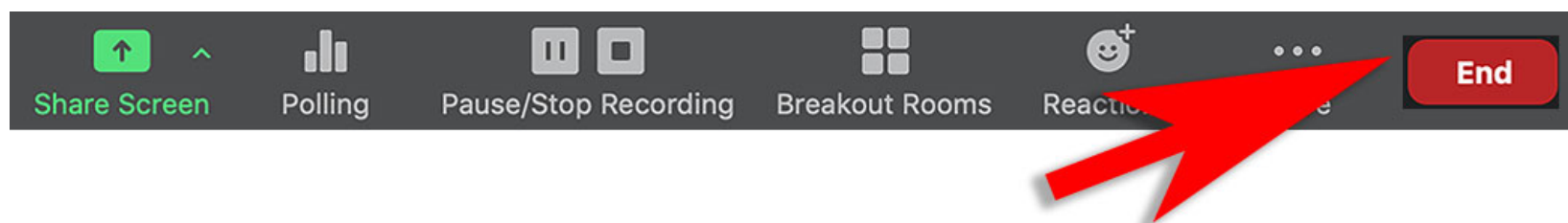
4. Go to PowerPoint and launch your slideshow.

5. At the bottom toolbar, choose Record, then choose "Record on this

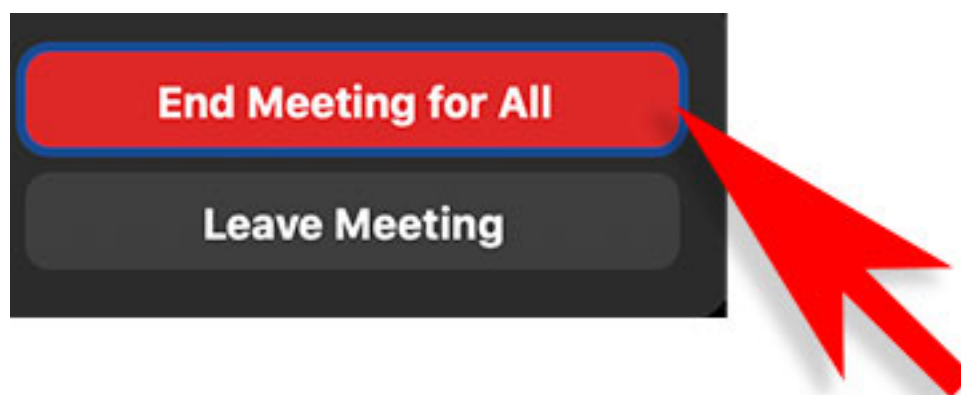
Computer" from the menu that pops up. Your lecture is now recording.

Note: if you don't see the Record button, you may need to click on the "More" button in the Zoom toolbar, and choose the "Record on this Computer" option there.

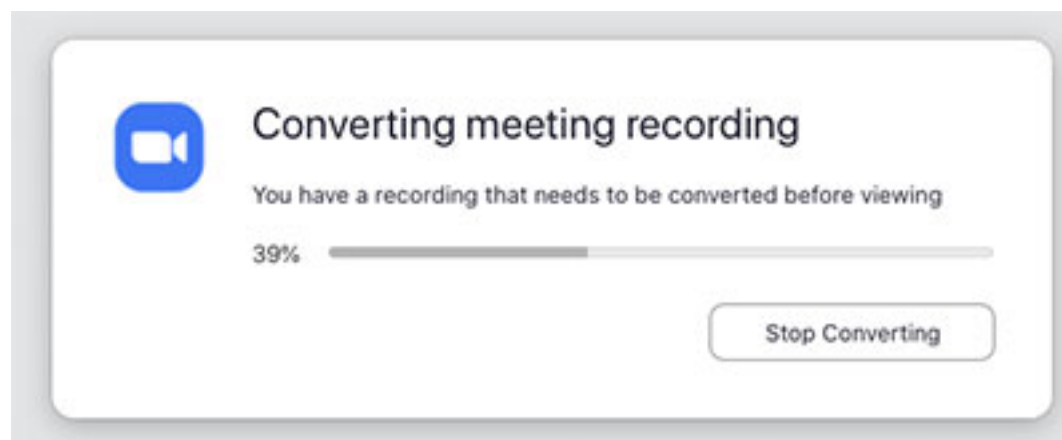
6. Start your lecture. Advance your slides with the right arrow key; return to a previous slide with the left arrow key.
7. When you are finished, click on the "Stop Recording" button in the bottom toolbar. *Note: if you don't see the Stop Recording button, you may need to click on the "More" button in the Zoom toolbar, and choose the "Stop Recording" option there.*
8. Click "End Meeting" on the bottom right of the meeting screen.



Then click "End Meeting for All."



A box will pop up telling you that Zoom is converting your meeting recording.



When the conversion is complete, the recording will be saved on your hard drive. On a Mac, the files are stored in Documents/Zoom, then in a folder labeled by the date of your recording.