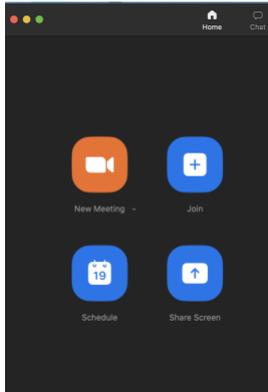Sign up for a free account (if needed) for zoom, otherwise sign into your zoom account and make sure you have the most updated version of zoom (with zoom open, click on zoom.us and scroll to "check for updates").

From the home menu, select "New meeting"

Make sure that your talk/ presentation is open on your computer and is open behind zoom (not minimized).

On the bottom on the screen there should be a menu with a "share screen" option (it will be green), click on it.
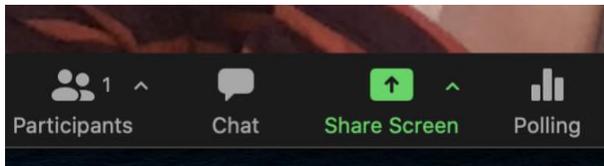

Share your slides. Note that if you are using presenter view, zoom will share the screen that has the presenter view (i.e. your notes). If you'd like to use presenter view but only share your slides as the presentation, when you click on share screen, select "advanced" (at the top) and select "portion of my screen". If you select portion of my screen, size the green box to fit around your slides.
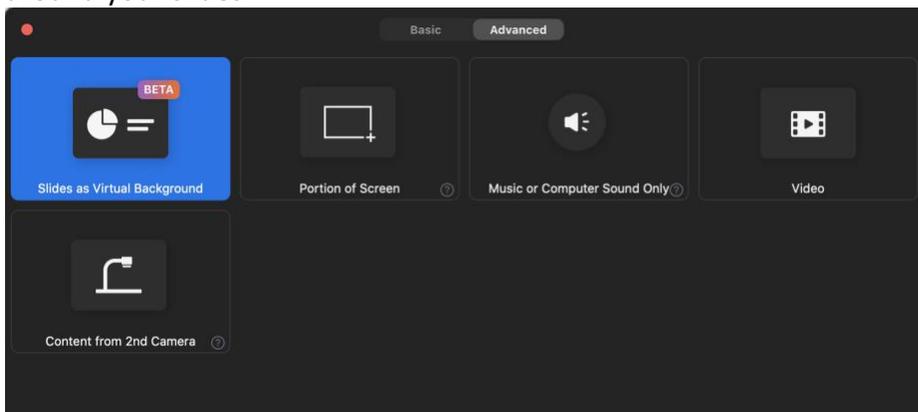
Check that your computer audio is working and will record your voice. There is a little carrot or up arrow next to the microphone button on zoom, click on it to select your microphone and also click to test speaker and microphone before starting.
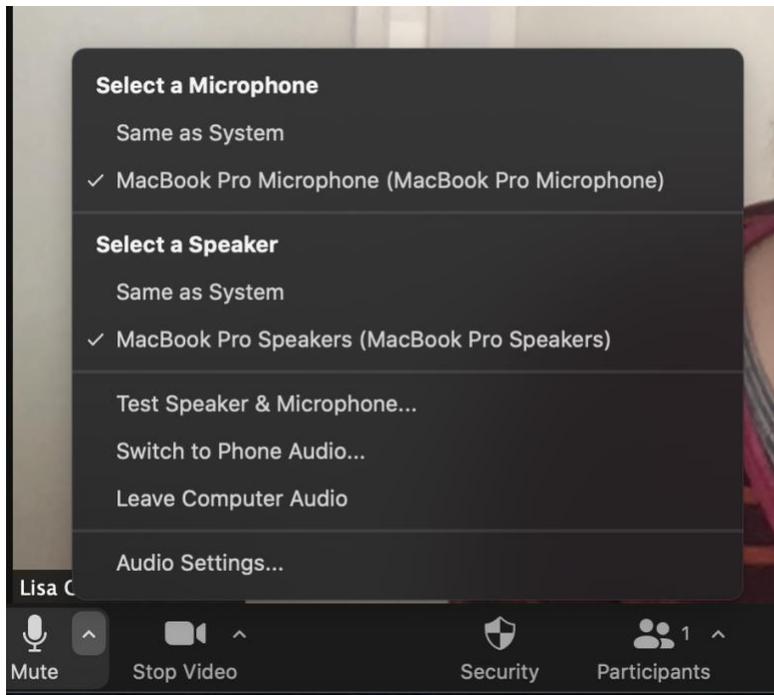
Now you are ready to record! When you have your screen shared and you are ready to begin, click on the record button which can be found either in the top menu (under the "more" button)
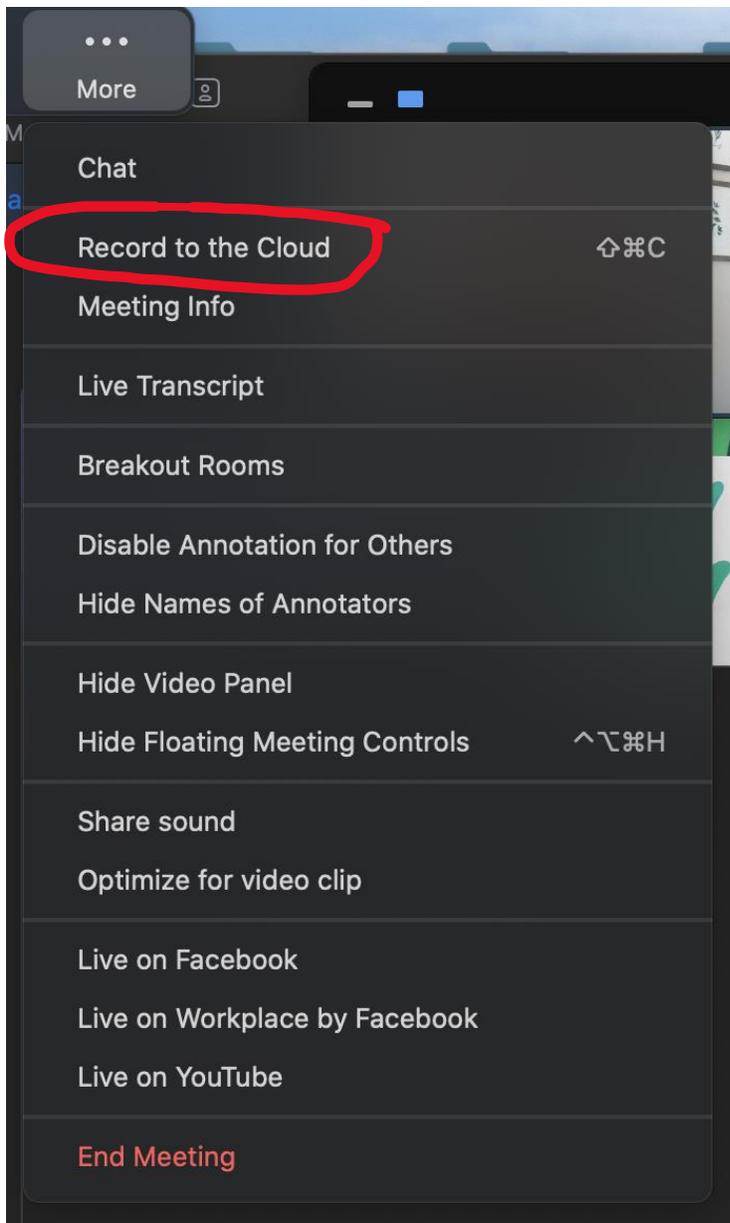
OR you can find the record button from the main menu under the "Meeting" tab

Once you have finished recording your talk, stop the recording using the same menu you used to start it

Zoom will now process your recording into an mp4 file. Zoom will email you once your file is ready. To access the file, you will need to go to zoom through your web browser (https://zoom.us/signin)

Once you have signed in through the web browser, click on "Recordings" on the lefthand side menu
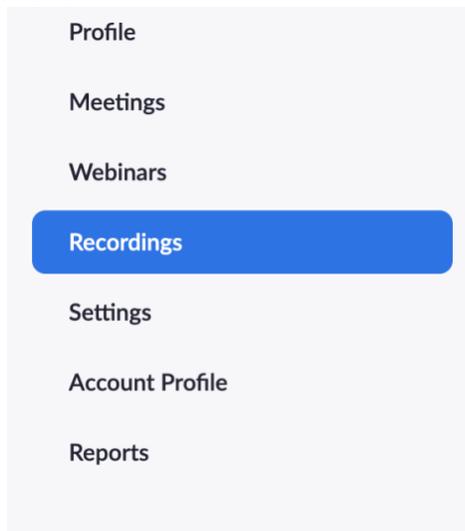
Click on the recording you just made to open it. The file you want to download is the "Shared screen with speaker view" and if you click on the down arrow next to it, it will download the mp4 file to your computer.

Save your file to your computer with a descriptive name ("lastname_SCAS2021_presentation")

This is the file that you will upload back at https://scasannualmeeting.secure-platform.com/a/organizations/main/home