

Recording an Oral Presentation

Zoom

- Have your slide set in presentation mode.
- Start a new meeting in Zoom.
- Click **More** (the three dots) in the Zoom controls and select **Record on this computer**.
- Click **Share Screen** and choose the screen to share
- Do your presentation.
- Click **End** and then click **End Meeting for All**.
- Zoom will automatically create an MP4 file of the recording.

Microsoft Teams

- In the calendar tab, click **Meet Now**
- Click **More actions** and then click **Start Recording**
- Share your presentation screen by selecting the share button on the tool bar
- Do your presentation
- When finished, click **More actions** and click **Stop recording**.
- The recording can be found in the chat tab.

PowerPoint

- In your slide set, select **Slide Show** and then **Record Slide Show**.
- Click **Record from Beginning** and then select **Record**
- Do your presentation
- When finished, click **Stop**
- Save your file.

Keynote

- In your Keynote presentation, click on the **Inspector** icon and then select **Audio**
- Click **Record**
- Click the "File" button, and then click "Record Slideshow
- Click **Record from Beginning** and then select **Record**
- Do your presentation
- When finished, click **Stop**
- Save your file.