ZOOM GUIDELINES

Language: English

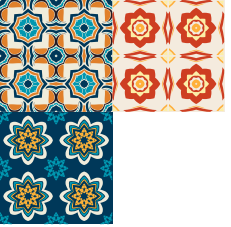# After downloading and installing Zoom Client, run the Application, and then **click on "New Meeting"**
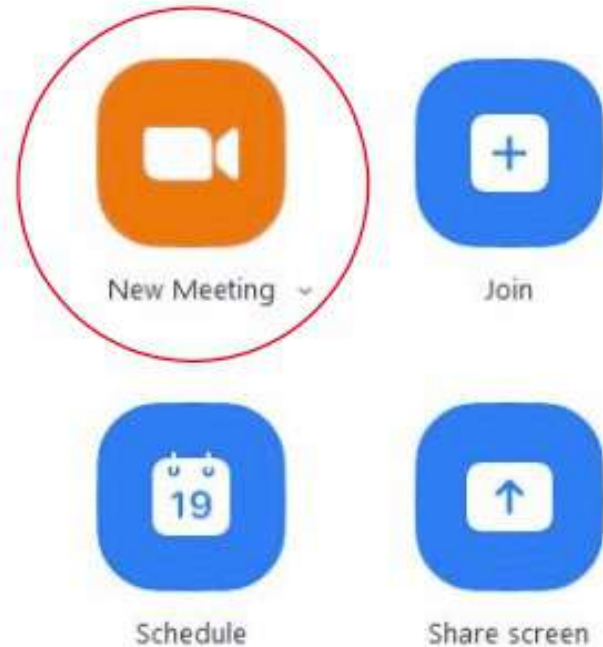
Select the blue option

Select the "Share Screen" option
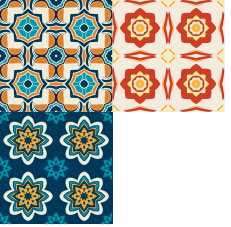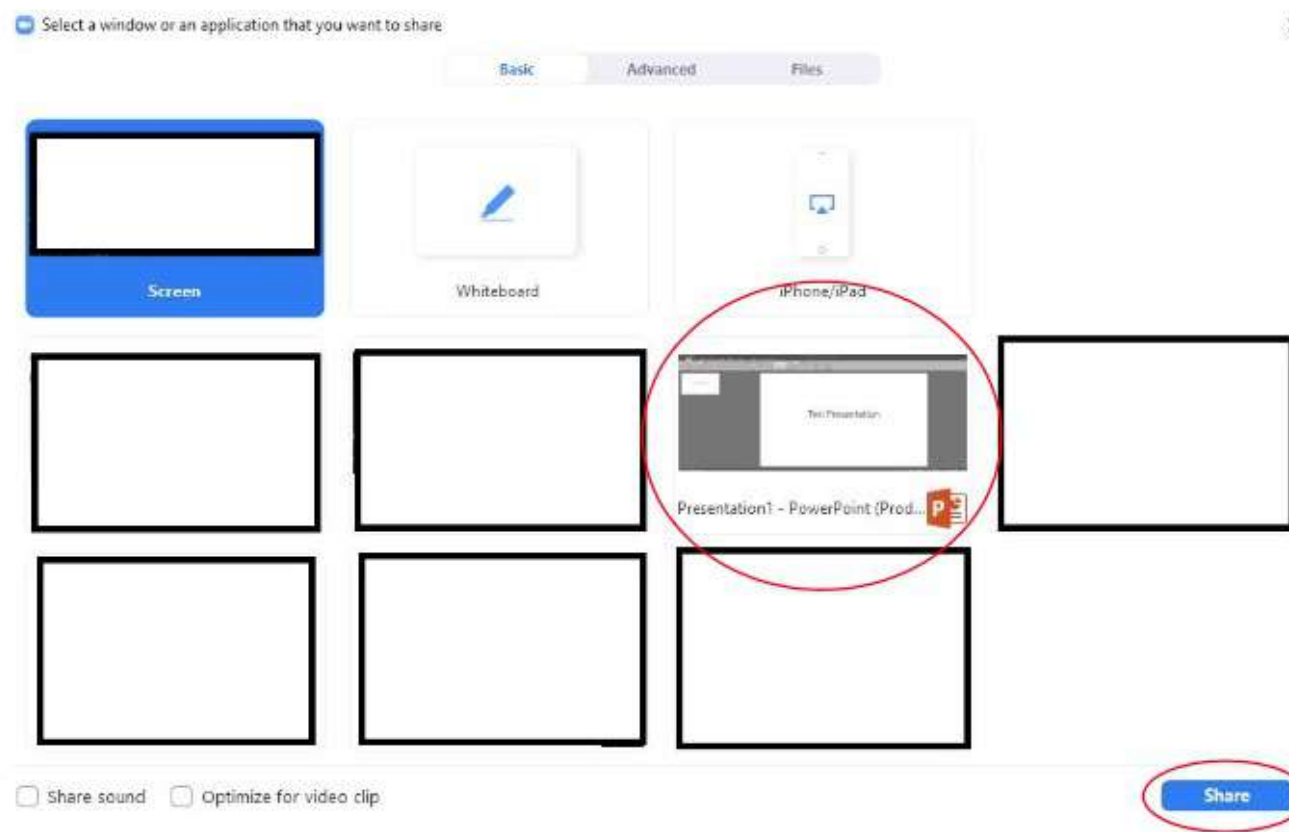## (you should already have your Powerpoint open)

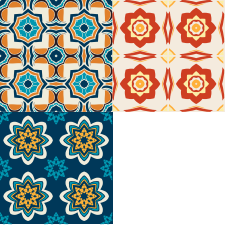# Select the **Powerpoint window** and **click "Share"**

Bringing your mouse to the top of the screen will make a menu appear, on that menu **click "More", then select "Record on this Computer"** as shown below. From this moment onward your presentation is being recorded, please note that you can drag the image of your webcam to a place on the screen of your choosing.
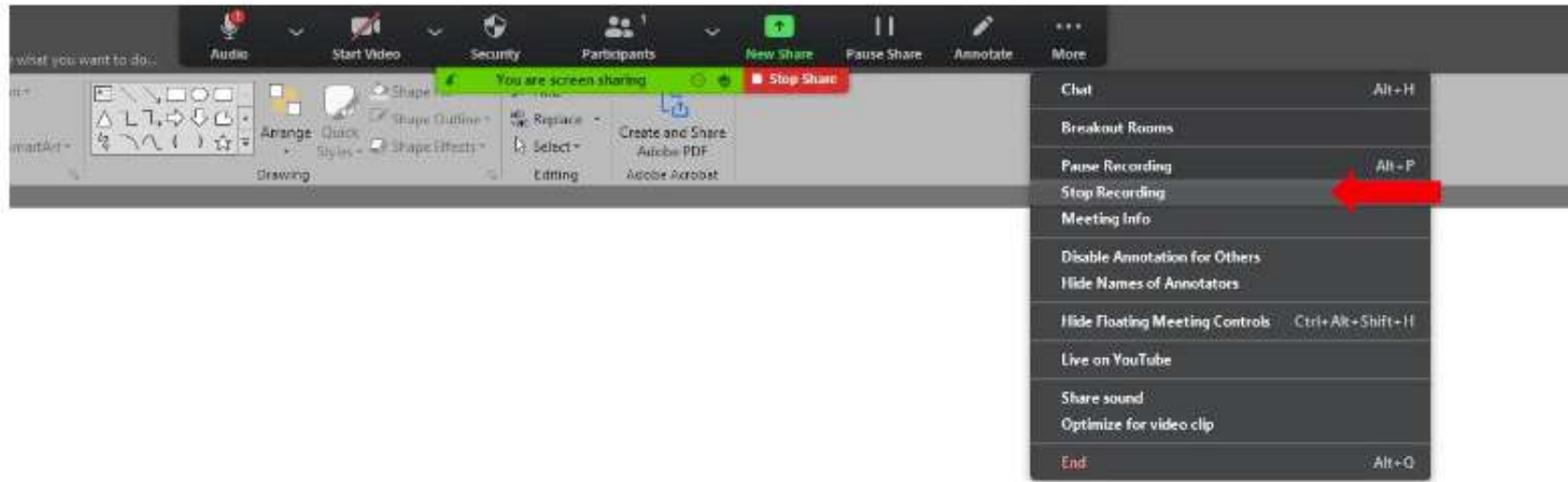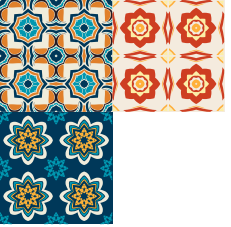

Test Presentation

Once you finish your presentation, go back to that drop down menu and **click on "Stop Recording".**

Test Presentation

Click on "End Meeting" to end you session.
Afterwards Zoom will start to convert the video file, and once finished, it will automatically open the folder where the files you should send us are.