



How to record a presentation  
using ZOOM for the EARSeL  
joint virtual workshop on  
*Earth Observation for sustainable  
cities and communities*

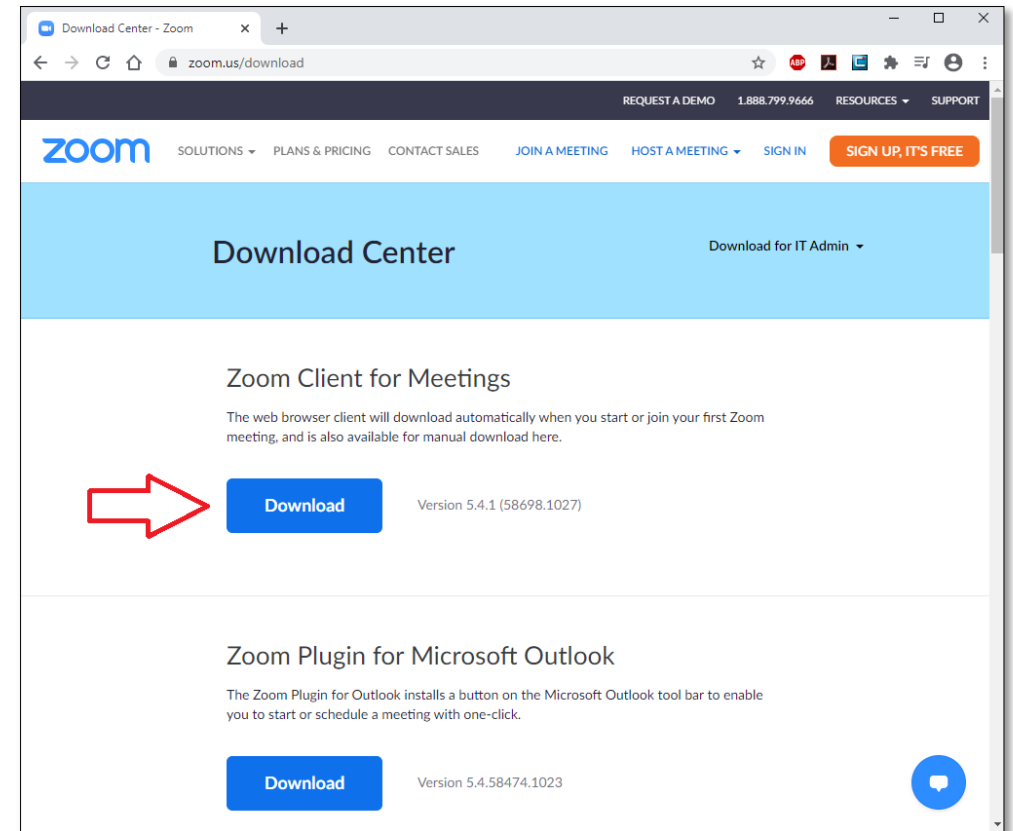
DEADLINE TO SEND THE PRE-RECORDED  
PRESENTATION: **12 MARCH 2021** PLEASE  
EMAIL THE WETRANSFER LINK TO  
[liege2020@earsel.org](mailto:liege2020@earsel.org)



# » Download ZOOM

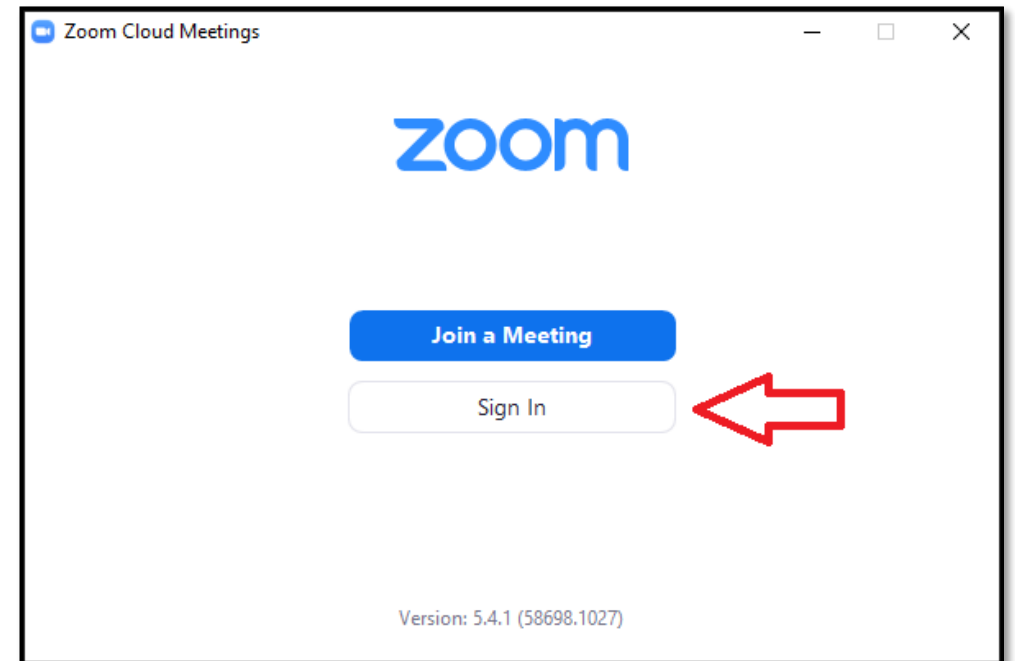


- Go to <https://zoom.us/download>
- Download ZOOM Client for Meetings



# » Install ZOOM and Sign In

- Install ZOOM
- Sign In
  - Sign Upor link with an existing account

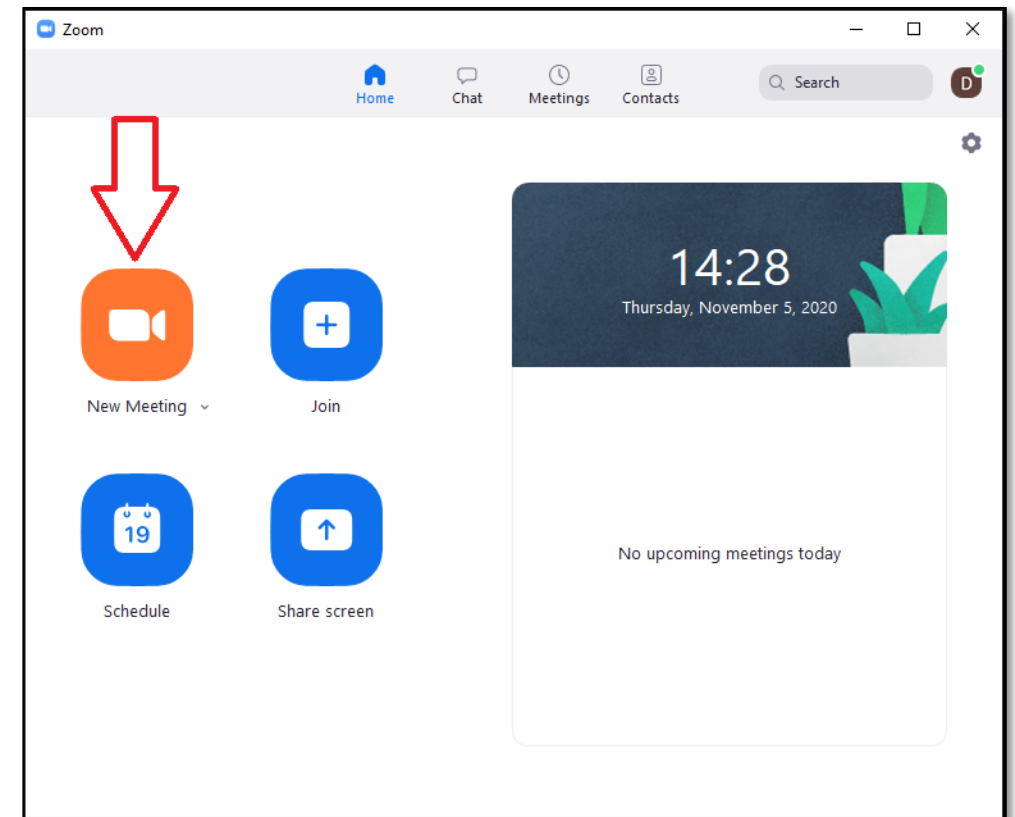


# » Start a new meeting

- Then join with Computer audio
- You should see the webcam video in the main frame

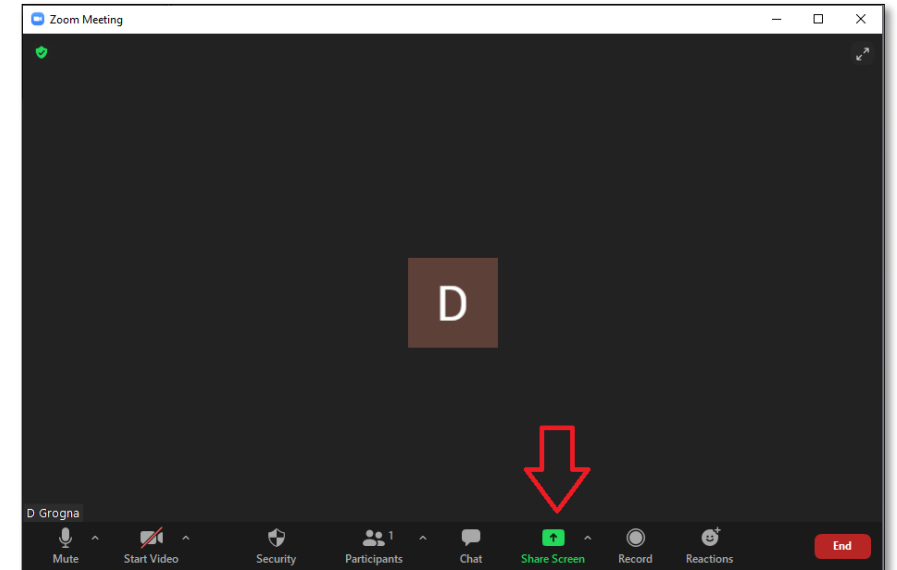
## Webcam Recording Tips:

- ✓ Make sure you have good lighting
- ✓ Don't position yourself with a window or lamp in your back – light should be hitting your face, not the camera
- ✓ Audio should be clear and crisp
- ✓ Practice and allow enough time for re-take.
- ✓ Be aware of your background



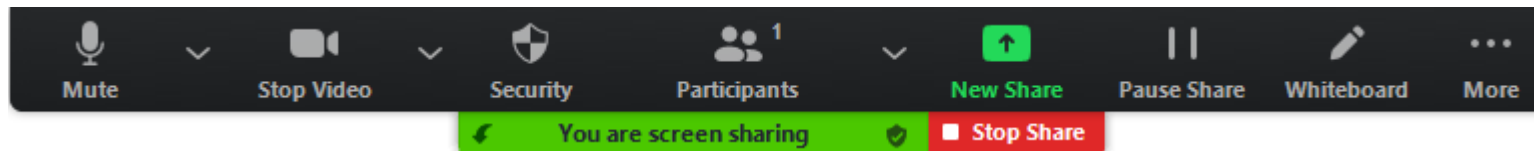
# » Share your presentation

- Launch your presentation on full screen
- Go back to ZOOM
- Share your presentation
  - Click on Share Screen
  - Choose your presentation on the window that popped up
- You should now see your presentation full-screen with webcam video embedded
- Resize and place your video on the upper right corner.

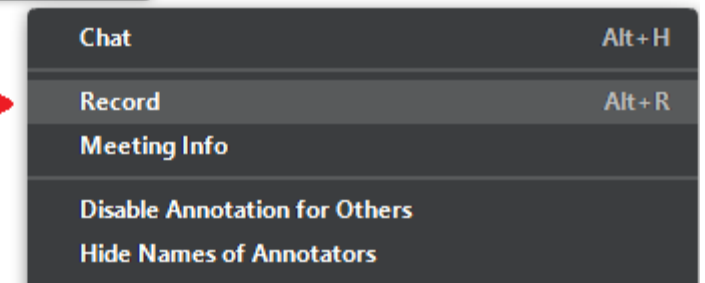
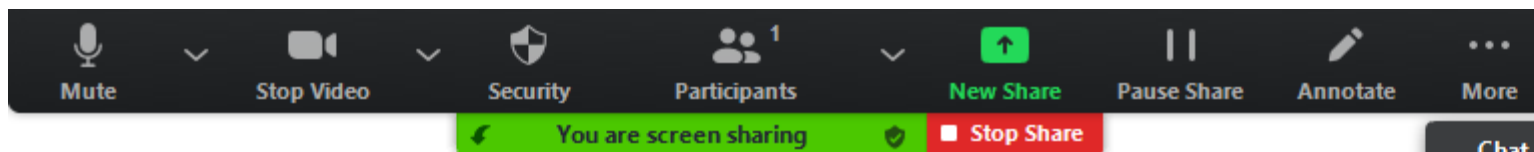


## » Record your presentation (1)

- Move your mouse to the top of the screen, above

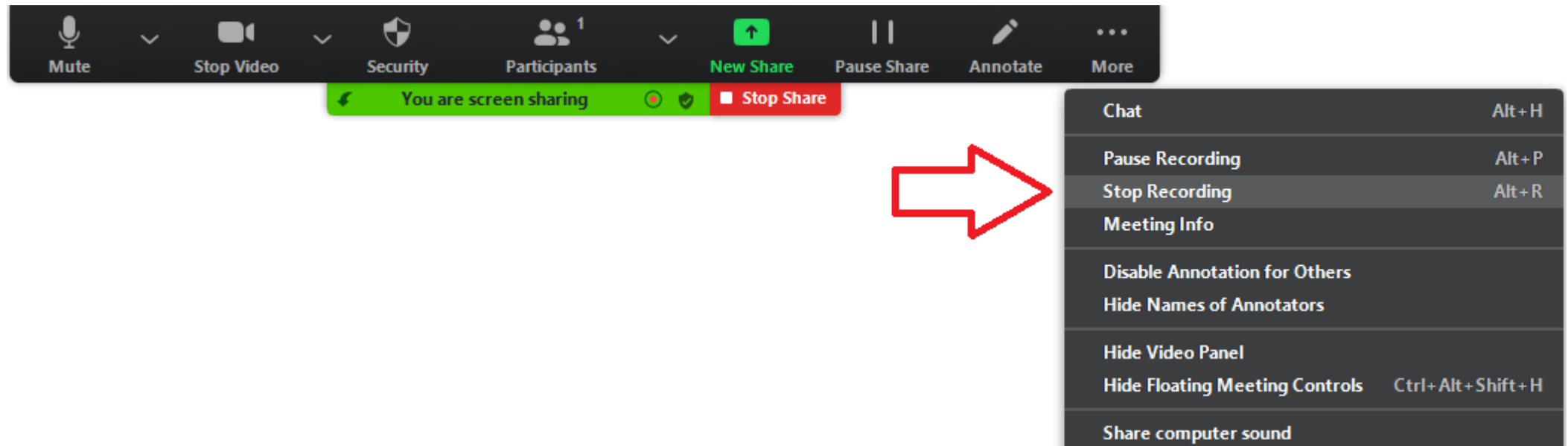


- Click on « ... More » and click on « Record » whenever you are ready



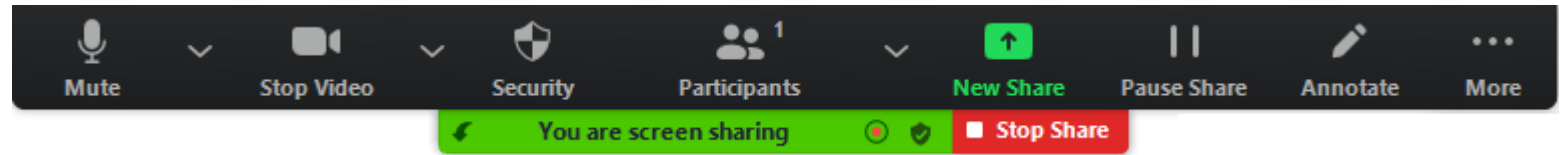
## » Record your presentation (2)

- Record all your presentation
- To end the recording:
  - Go to the same drop-down menu and click « Stop Recording »

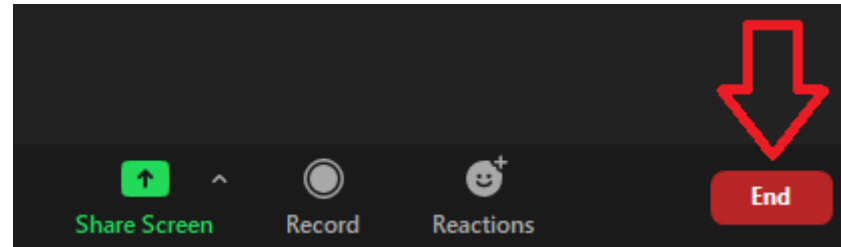


# » Stop the session

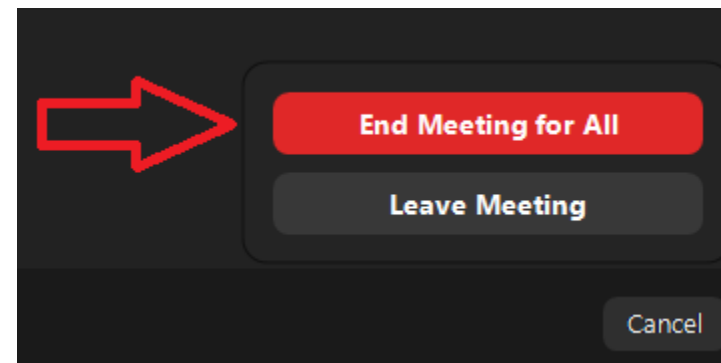
- Click on « Stop Share »



- Click on « End »



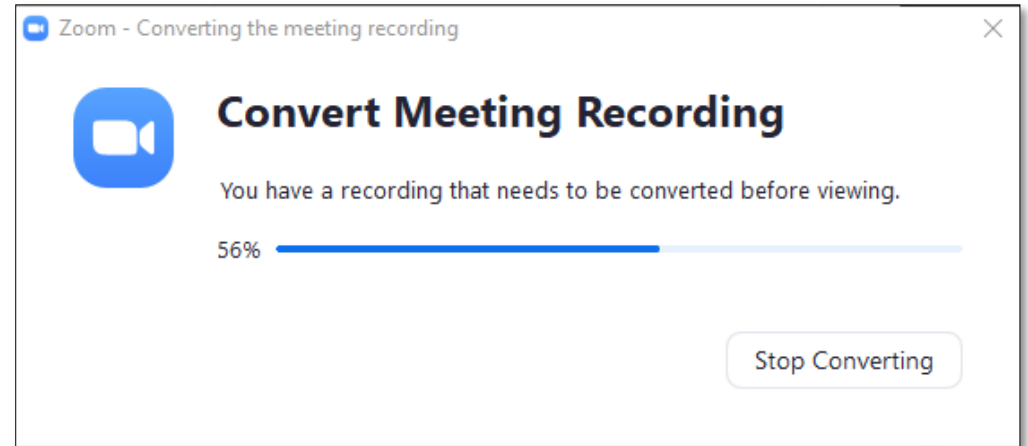
- Then click on « End Meeting for All »



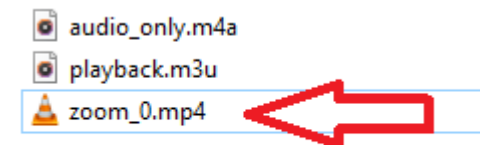


## » Closing

- A pop-up windows should appear:



- Then an Explorer Windows should appear with the recording file:



- Otherwise, by default, the recordings can be found in:
  - Documents/Zoom/...

## » Send the recording

- **IMPORTANT**

Rename your file with your name following the example below:

*EARSeL\_SMITH\_John*

- Send the recorded .mp4 file via WeTransfer.com to Jean-Christophe SCHYNS at the following email address:

**liege2020@earsel.org**

# » Speakers agreement

Unless specified otherwise, it is understood that you give permission to EARSeL to store and broadcast your presentation.s (audio and PowerPoint presentation.s) as part of the event. EARSeL commits not to share your presentation with third parties not registered at the event.

THANK YOU!



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