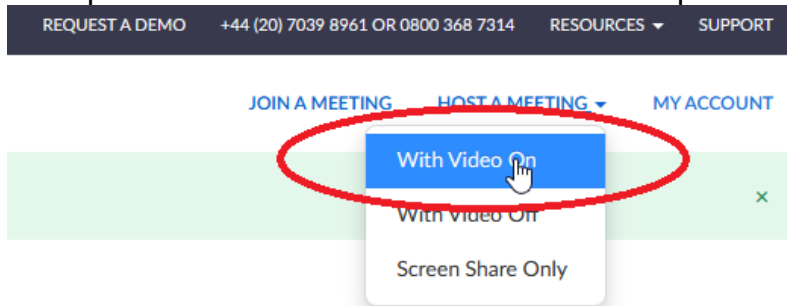


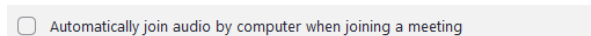
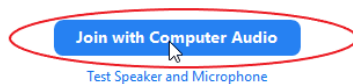
## ZOOM RECORDING INSTRUCTIONS with Free Zoom account

Please [click here](#) to view the 'recording a zoom meeting' video. Further step by step instructions are included below:

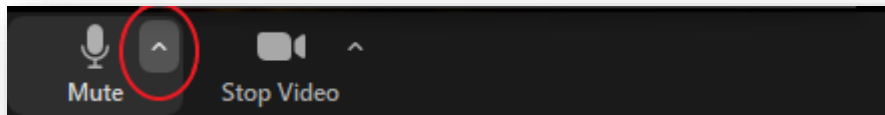
1. Open the slides you wish to present, then minimise.
2. Once logged in to your free Zoom account, click on the 'Host a Meeting' tab at the top and select 'With Video On'. Then click 'open link'.



3. The meeting will then launch, and you will be asked to 'join with computer audio':

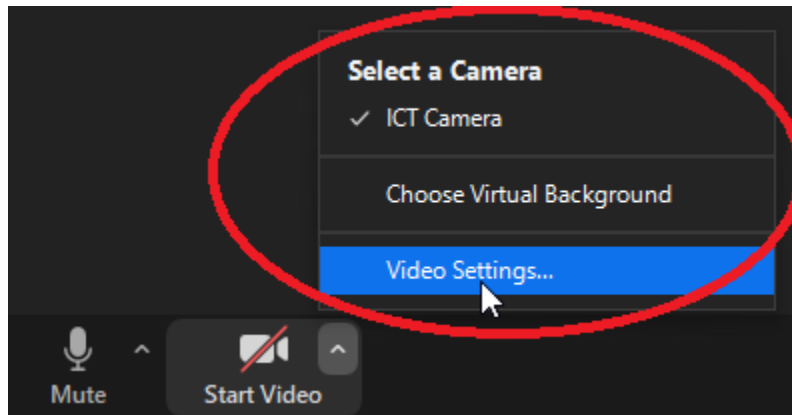


4. If your audio isn't working, check your settings by clicking on the arrow next to

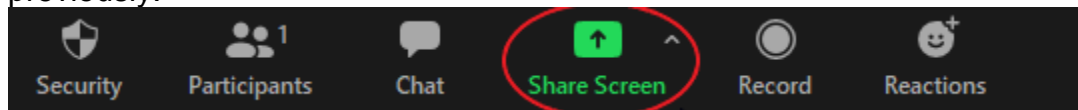


the mute icon on the bottom left of the screen:

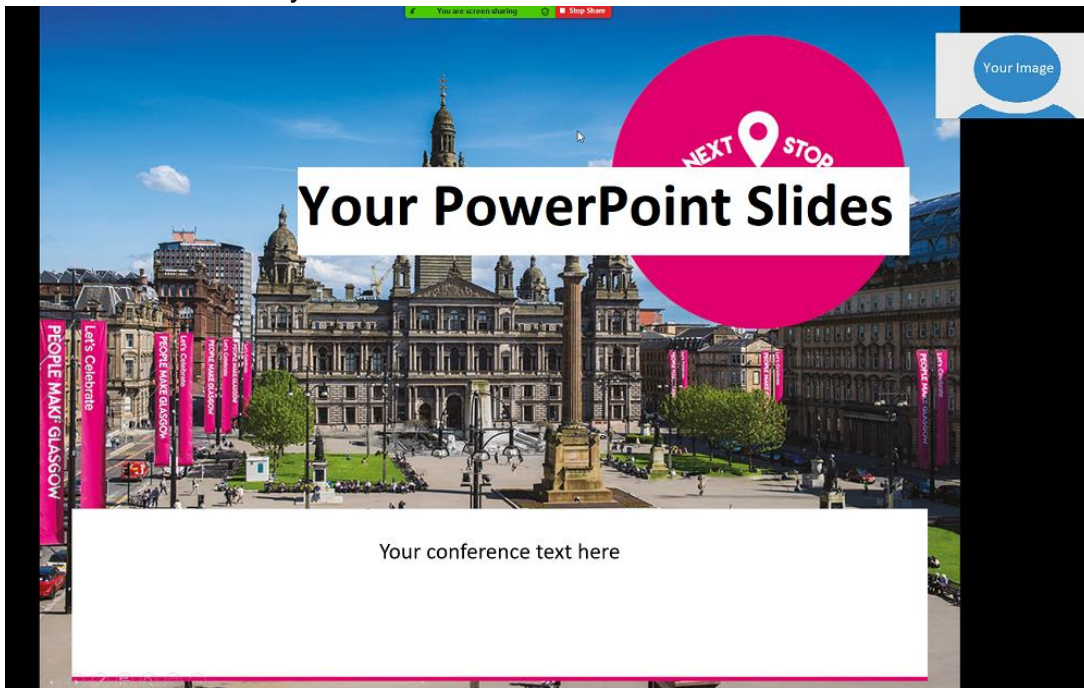
5. If your video isn't working, check your settings by clicking in the video icon at the bottom left of the screen:



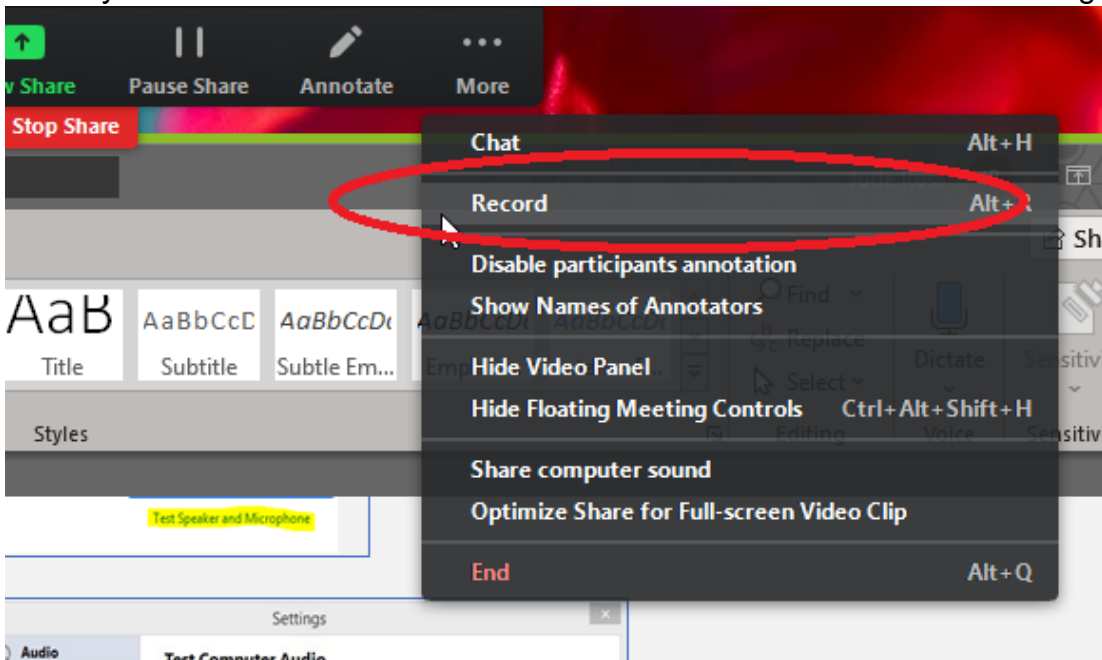
6. Once you are in video mode and can see yourself on your computer monitor, make any changes required to the location/orientation of the camera etc., to ensure your appearance is how you would like to be recorded.
7. Move your mouse to the bottom of the screen, where the following will appear. Click on the share screen icon and select the PowerPoint slides that you opened previously.



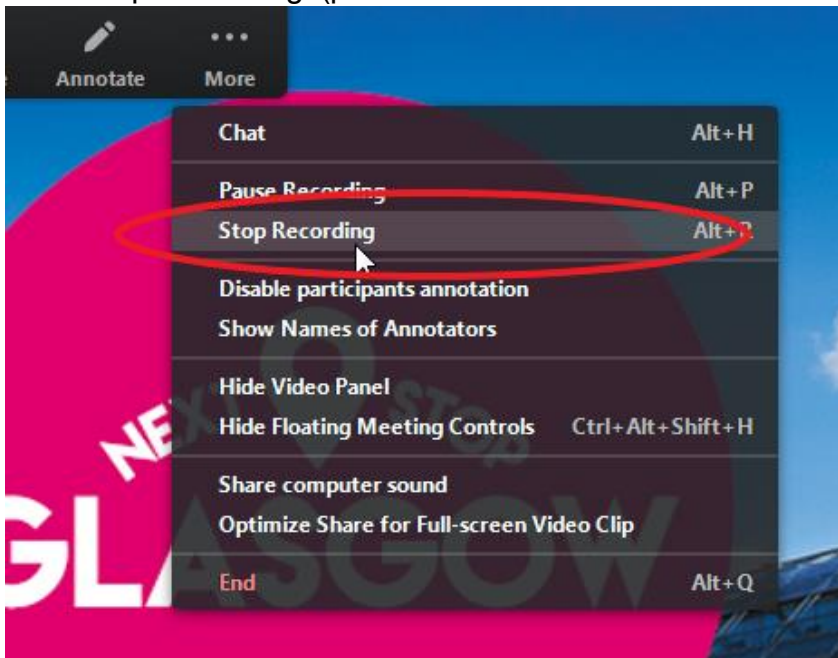
- Once you have shared your screen, you should be able to see yourself in the top right of the screen, with the main image being your slides. Click next through the slides to make sure you have control over the content.



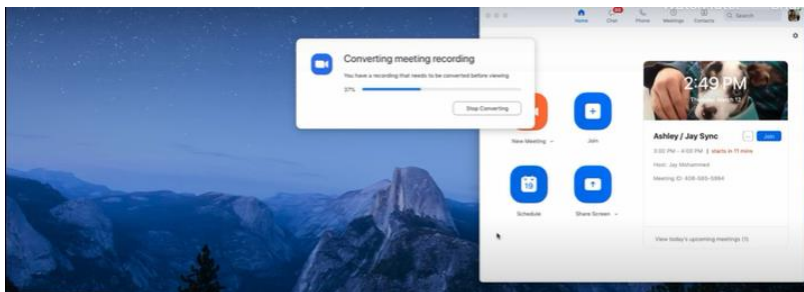
- Once you are ready, go to the top of the screen, and click on the 'More' button, where you will then see the 'record' button. Click on this to start the recording.



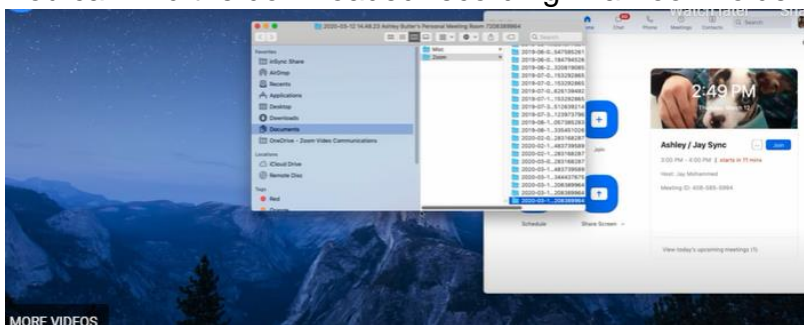
10. Once you've finished your recording, go back up to the same 'more button' and click 'Stop Recording' (please note that this tab won't show up on the recording).



11. Recording will then download to your computer:



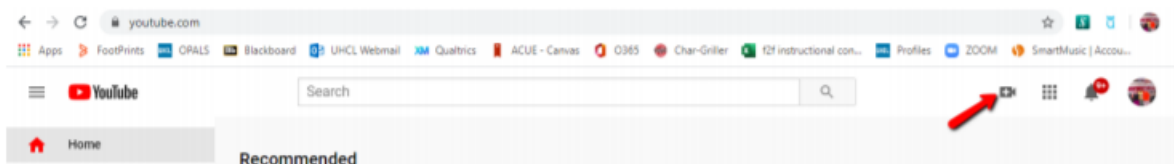
12. You can find the downloaded recording in a Zoom folder:



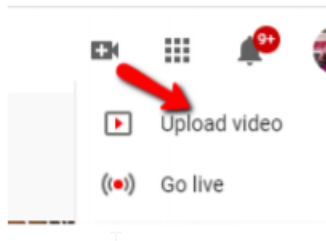
## STEP 2: Create 'Unlisted' YouTube video with mp4 video file of PowerPoint presentation

Please [click here](#) to view a brief video on 'How to Log-in and Upload Videos on Youtube'. Further step by step instructions are included below:

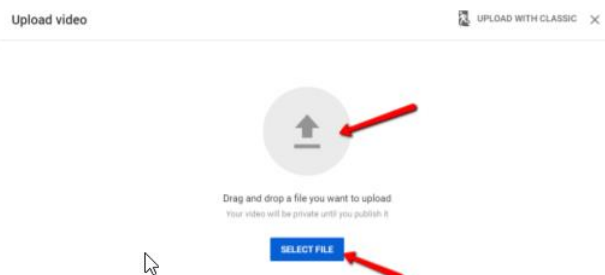
1. You need to have a YouTube channel. [Click here](#) for brief video on creating a Youtube channel.
2. Go to YouTube Home page, click the "Create a video and more button," located in the upper right corner, to get started.



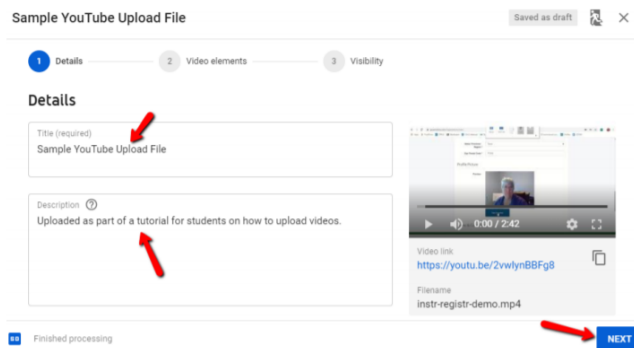
3. Select the "Upload video" option from resulting menu:



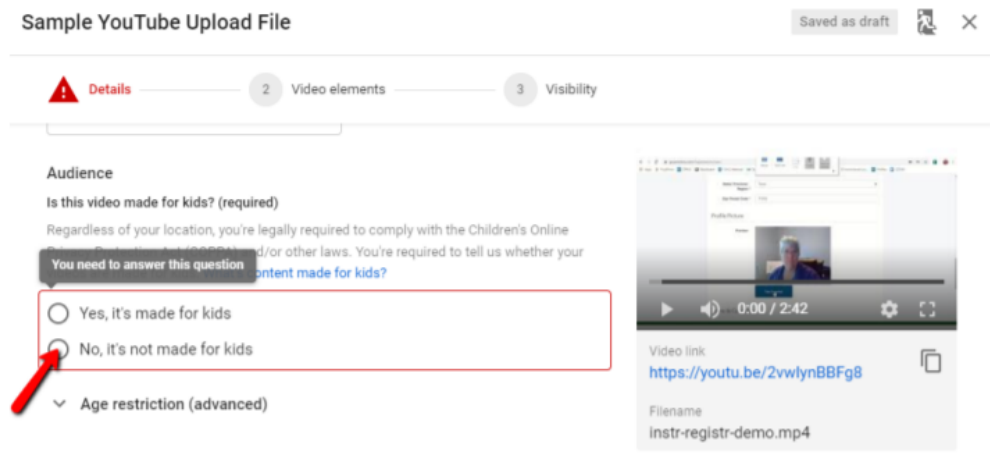
4. At the Upload video screen, either drag your MP4 file from your computer to the Upload video screen or use the Select File button to locate and select the file to be uploaded.



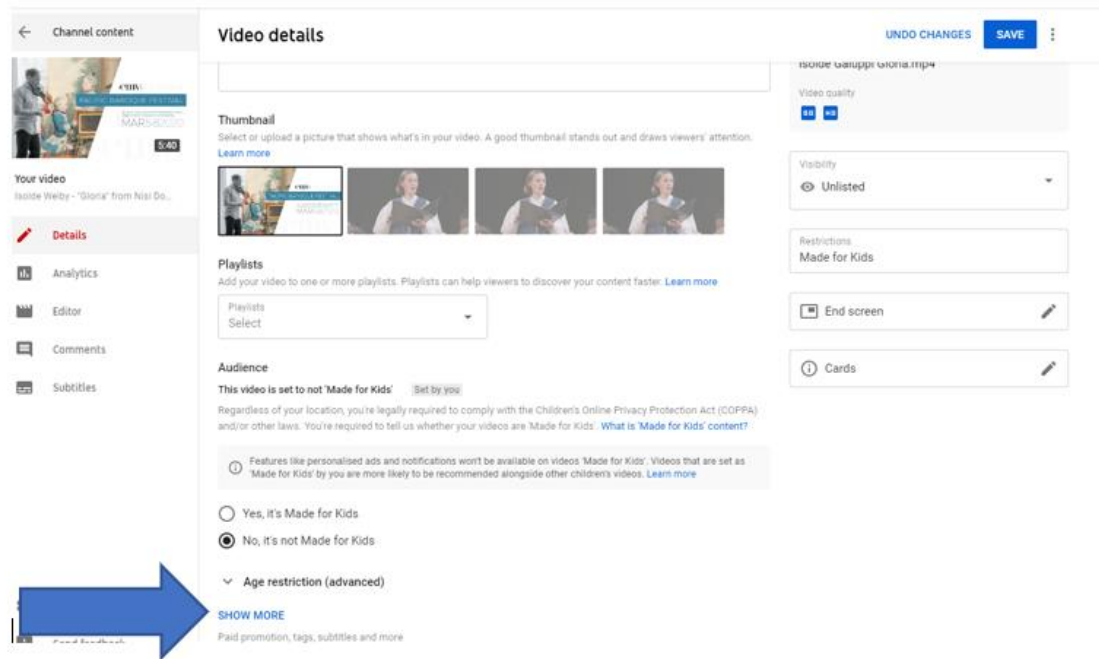
- At the resulting Details screen, replace the default title (your MP4's file name) with a descriptive title and add a description (if desired). Then, click the Next button.



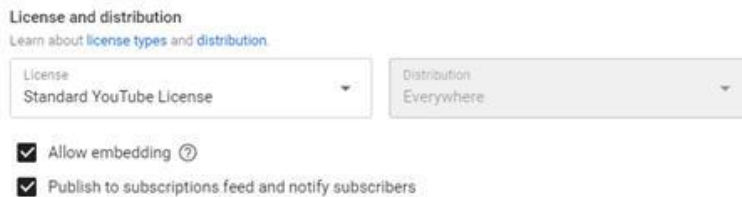
- At the next screen, indicate whether your video is suitable for children. Select “No, it’s not made for kids.” Then, click the Next button to continue.



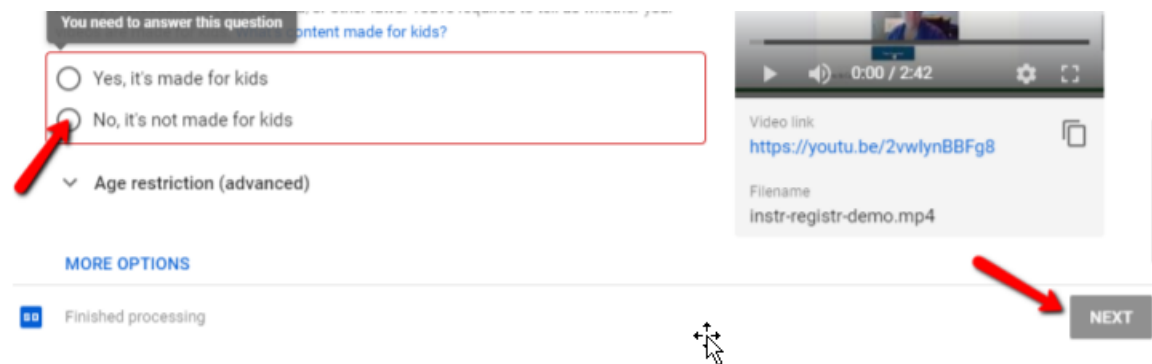
- Click on Show More:



Check that settings “Allow embedding”



Don't forget to click “NEXT” at right





8. At the Video elements screen, simply click the Next button to continue.

1  Details  2 Video elements  3 Visibility

## Video elements

Use cards and an end screen to show viewers related videos, websites, and calls to action. [Learn more](#)

 **Add an end screen**  
Promote related content at the end of your video ADD

 **Add cards**  
Promote related content during your video ADD

Finished processing

BACK NEXT

9. At the Visibility screen, check the circle to the left of “Unlisted.” Then, click the Save button.


Details  2 Video elements  3 Visibility

## Visibility

Choose when to publish and who can see your video

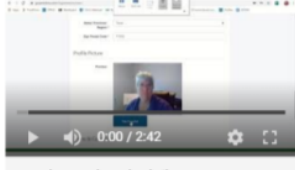
**Save or publish**  
Make your video public, unlisted, or private

**Public**  
Everyone can see your video


Set as Instant Premiere 

**Unlisted**  
Anyone with the video link can see your video

**Private**  
Only you and people you choose can see your video



Sample YouTube Upload File

Video link  
<https://youtu.be/2vwlynBBFg8> 

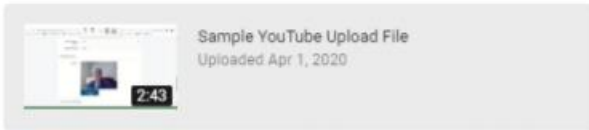
Finished processing

BACK SAVE

10. Depending on the length of your video, you may then need to wait while your video is uploaded and processed. The appearance of the Video published screen will alert you that your video is available for viewing.



## Video published ×



### Share a link

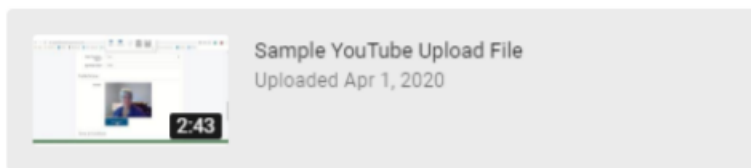


Video link  
<https://youtu.be/2vwlynBBFg8>

[CLOSE](#)

11. You'll need to submit the Video link (also known as the URL or web address for the video) in the conference's Whova platform. The Video link appears at the bottom of the Video published screen. Simply highlight and copy the link and paste it somewhere until you are ready to submit it.

## Video published ×



### Share a link



Video link  
<https://youtu.be/2vwlynBBFg8>

**Copy** Ctrl+

Go to <https://youtu.be/2vwlynBBFg8>