

SUGGESTIONS FOR HOW TO RECORD EITHER YOUR POSTER OR ORAL SESSIONS ARE GIVEN BELOW:

Recording a presentation using Microsoft Teams (you can also use the following link for a video with instructions <https://www.youtube.com/watch?v=Qdgoz5QzVC8>)

1. Open both the **MS Teams application** and **your PowerPoint presentation**
2. On MS Teams, click on **“calendar”** (left-hand side)
3. Click on the **“Meet now”** tab (top, right-hand side)
4. After entering a name for the presentation, click on **“Start meeting”**
5. You will be now able to select whether to turn **camera and speaker** on the computer ON/OFF; **you want to ensure that the speaker is turned ON before proceeding**
6. Close the **“Invite people to join you”** pop-up
7. Under the **“More actions”** tab (three dots), click on **“Start recording”**
8. Then click on the **“Share screen”** and select your PowerPoint presentation (already opened) under **“Windows”**
9. Make sure the PowerPoint slides are on **Presentation view**
10. When you are done, under the **“More actions”** tab (three dots), click on **“Stop recording”**
11. A link to the recording will be available chat history, under the **“Show conversation”** (be advised that this may take a while)
12. Once available, you may share the link or download the video (MP4 format)

Recording a presentation using Zoom (you can also use the following link for a video with instructions <https://www.youtube.com/watch?v=XEWC5Tu5pCE>)

1. Open both the **Zoom application** and **your PowerPoint presentation**
2. On Zoom, click on **“New meeting”** (you will be to select whether to switch your camera ON/OFF here)
3. Click on **“Share screen”**
4. Select your PowerPoint presentation (already opened) and click on **“Share”** (bottom right-hand corner)
5. You want to ensure that the speaker is turned ON before proceeding
6. Make sure the PowerPoint slides are on **Presentation view**
7. Click on **“Record”** under the **“More”** tab (three dots) at the top of the screen
8. When you are done, click on **“Stop share”**, then **“Stop recording”**, then **“End”** and then **“End meeting for all”**
9. A **“Convert meeting recording”** pop-up screen will appear automatically
10. After this, a folder containing the video (MP4) will open automatically