Video Recording using ZOOM

You can watch a [Youtube tutorial](#)* or read the instructions below:

Please complete the following steps to record your presentation in Zoom, if you have your own Zoom account (you can make one for free at [zoom.us](#)):

1. After starting a new meeting in Zoom, click "share screen" at the bottom of your Zoom meeting window. Share your slide show (PowerPoint, PDF, or whichever software you use). Start the presentation.
2. Move to the top of the window where it is said "You are screen sharing". Click on "More", and then click on "Record on the computer". You'll know recording has begun because a blinking red light will appear in the center top of your Zoom window.
   - You can pause recording. Under "more", click that option or press Alt-P.
   - You can stop recording. Under "more", click that option or press Alt- R.
3. Your recording is stored to your computer hard disk. By default, the recording is in your Documents folder in a file named zoom.

* Please, make sure that you have high audio quality and no background noises for the most accurate closed captions.

Uploading the video

You must send the link for recording your presentation (as instructed above) to wceam2021@ufms.br.

The video must be sent by August 7th 2021, and the **filename or email must include the paper number (ID)**.

If you want to share the video via Google drive, share it to [wceam2021@ufms.br](#)