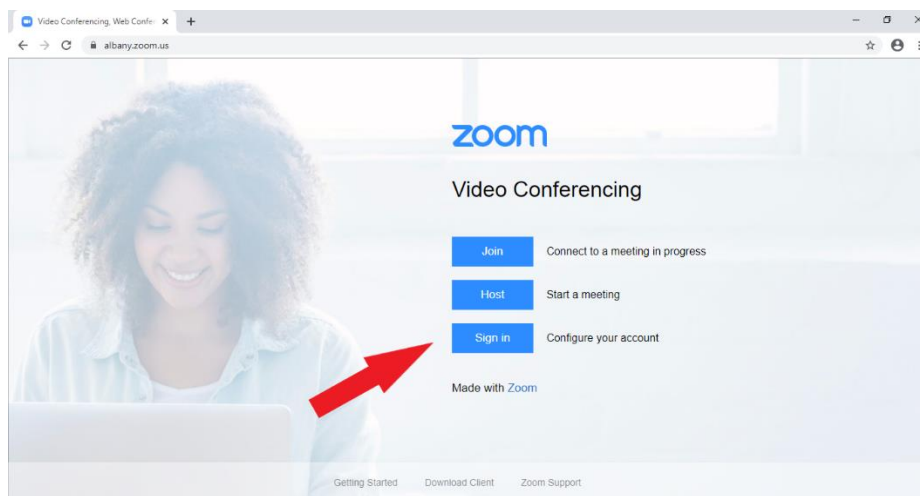


# Get Up and Running with Temporary Remote Teaching: Record Your PowerPoint with Audio in Zoom

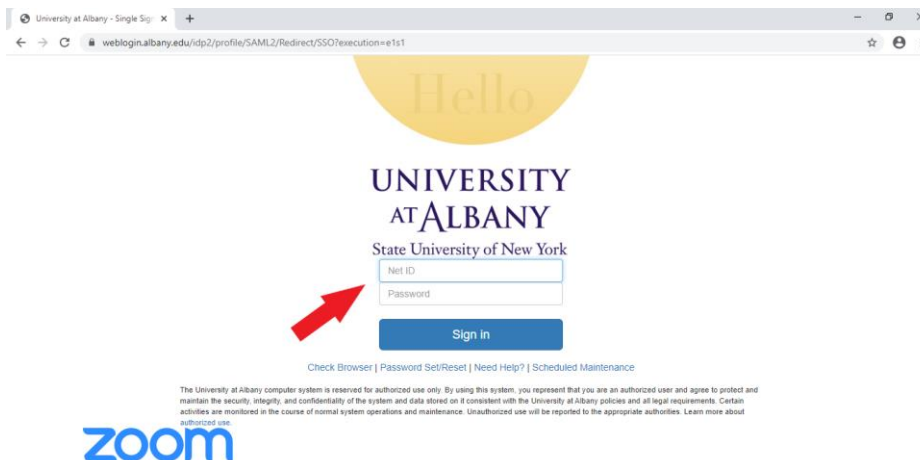
This brief guide is designed to give you basic instructions for using Zoom to record PowerPoint lecture with voiceover that you can easily share with your students. This is a very basic overview; if you run into problems or have questions that are not answered here, please feel free to contact ITLAL at [teachingandlearning@albany.edu](mailto:teachingandlearning@albany.edu) or 518-442-5521. You may also want to consult resources available on the ITS wiki: <https://wiki.albany.edu/display/public/askit/Zoom>.

## Steps to Record Your PowerPoint with Audio in Zoom

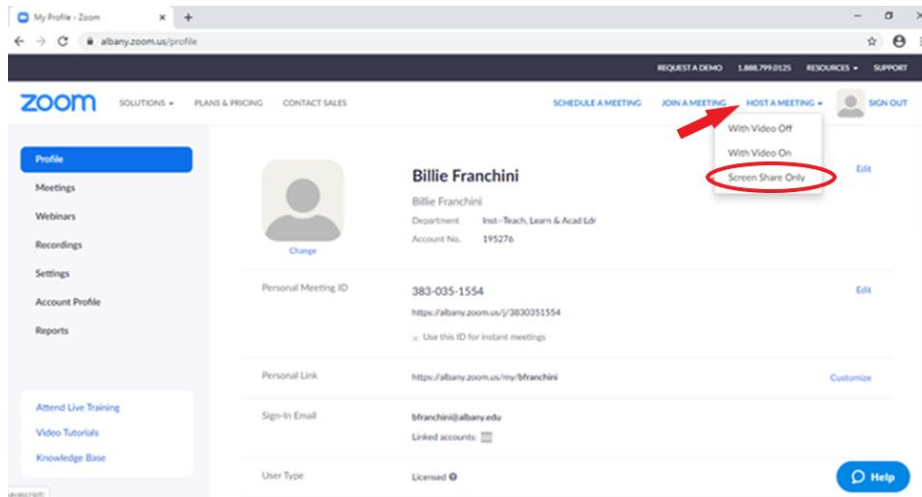
1. Open the PowerPoint slide file that you plan to present to your students. Leave that file open on your desktop.
2. Go to <https://albany.zoom.us> and click on **Sign in**.



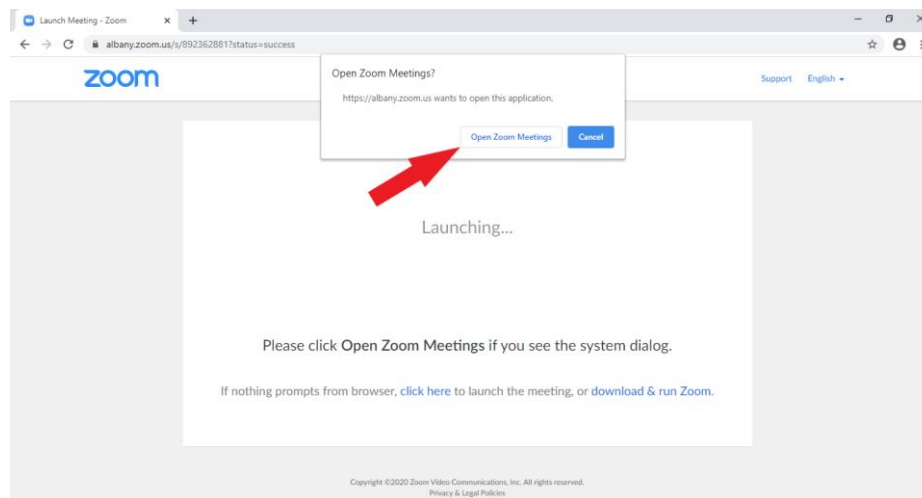
3. Enter your UAlbany credentials (NetID and password) on the sign in page and click **Sign In**.



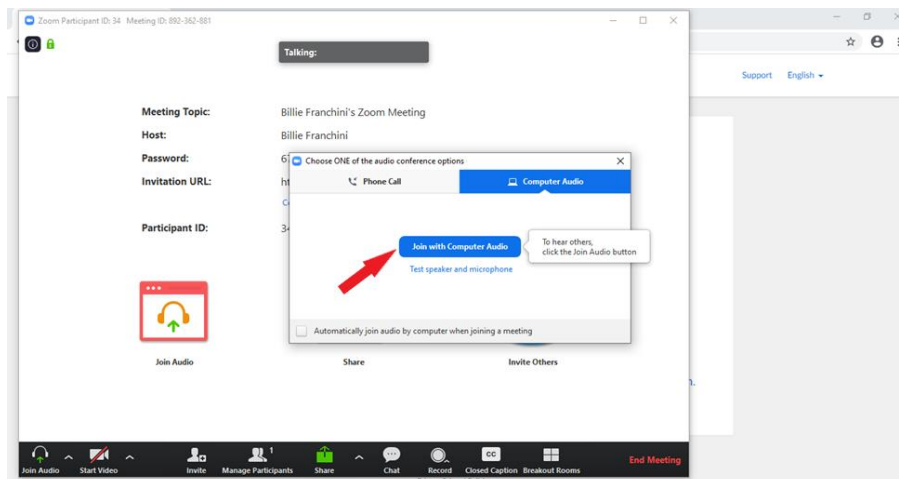
4. When Zoom opens, click on **Host a Meeting** and select **Screen Share Only** from the dropdown menu.



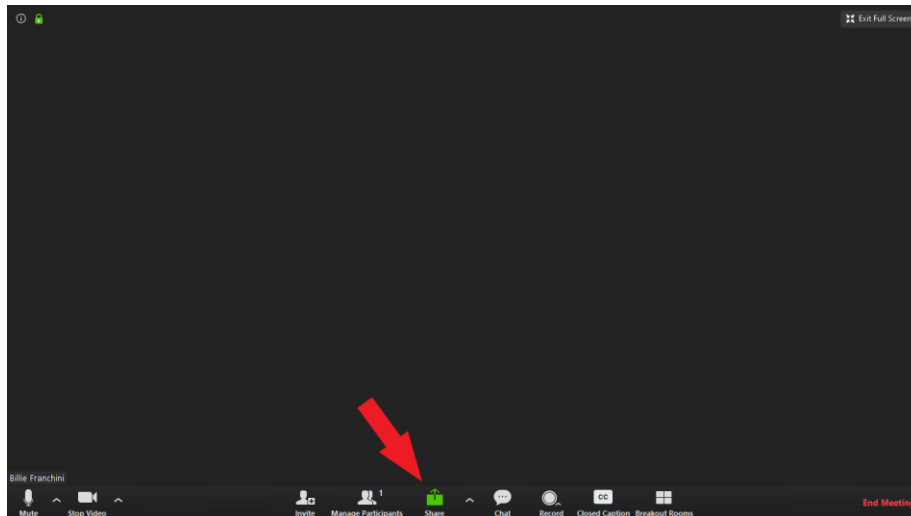
5. A pop-up will open asking if you want to open this application. Click on **Open Zoom Meetings**. (If this is your first time using zoom, you may have to download the application.)



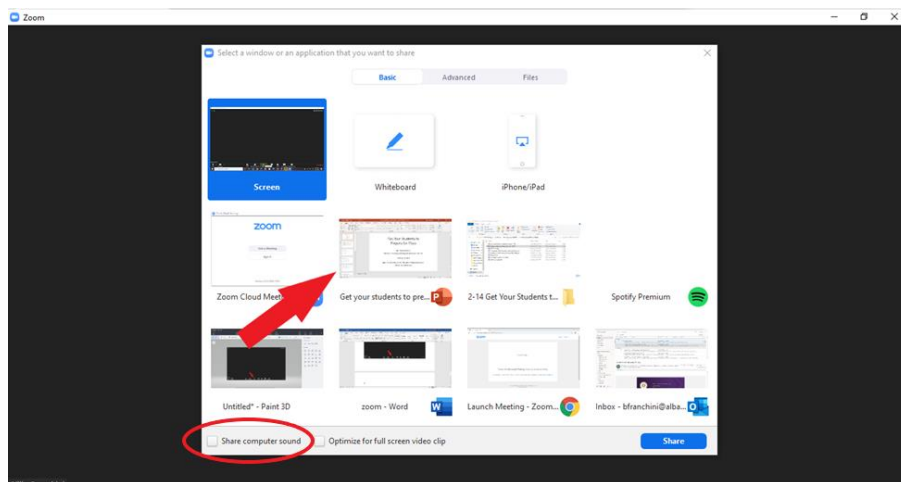
6. Another pop-up will open. Click on **Join with Computer Audio**.



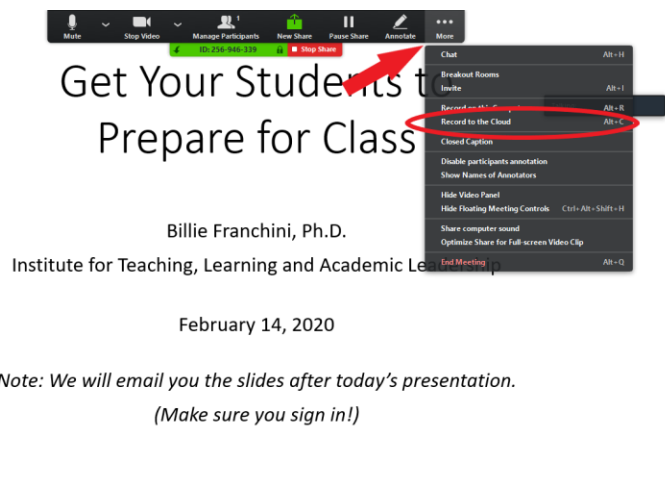
7. You are now in a zoom meeting. Click **Share** at the bottom of the screen.



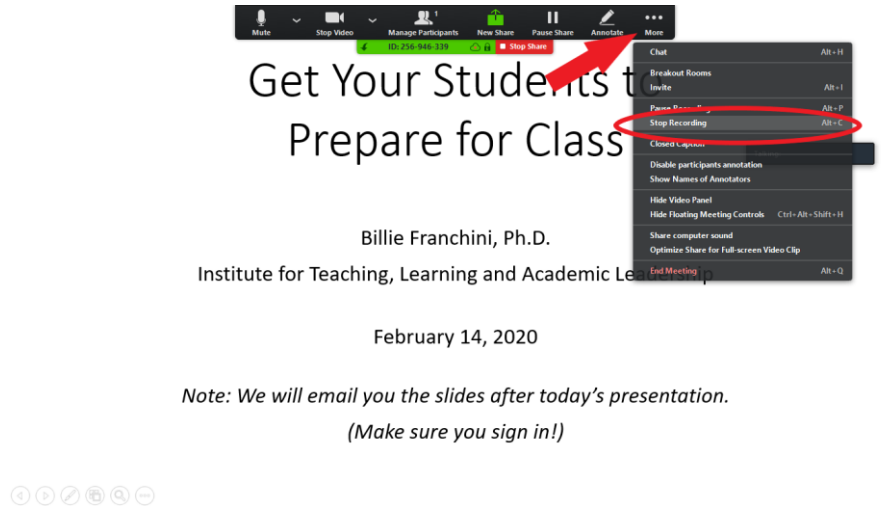
8. Some options will open that you can choose to share. First, check **Share computer sound** in the bottom left of the selection screen. Then locate the PowerPoint file that you want to present and double click. This will open your PowerPoint file in Zoom.



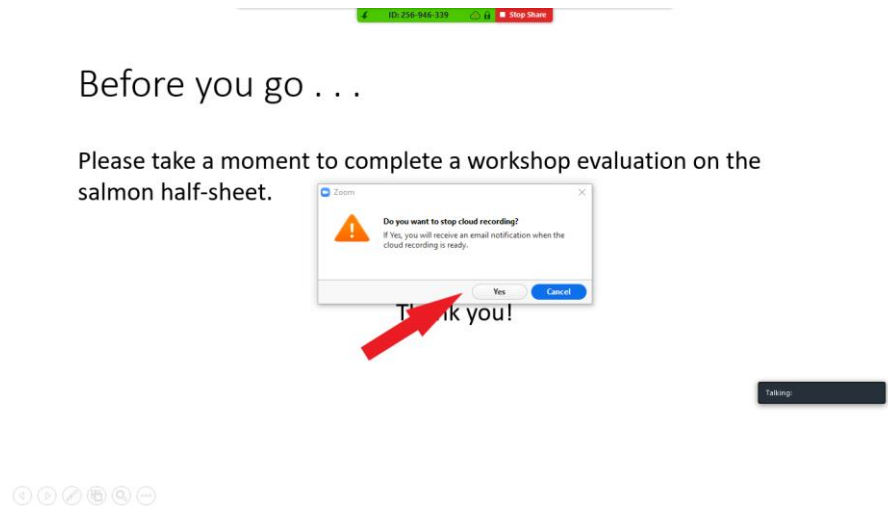
9. Put your slide show in presentation mode and hover at the top of the screen until a menu appears. Click on **More** and then select **Record to the Cloud**. You can now record your audio as you advance through the PowerPoint slideshow as always.



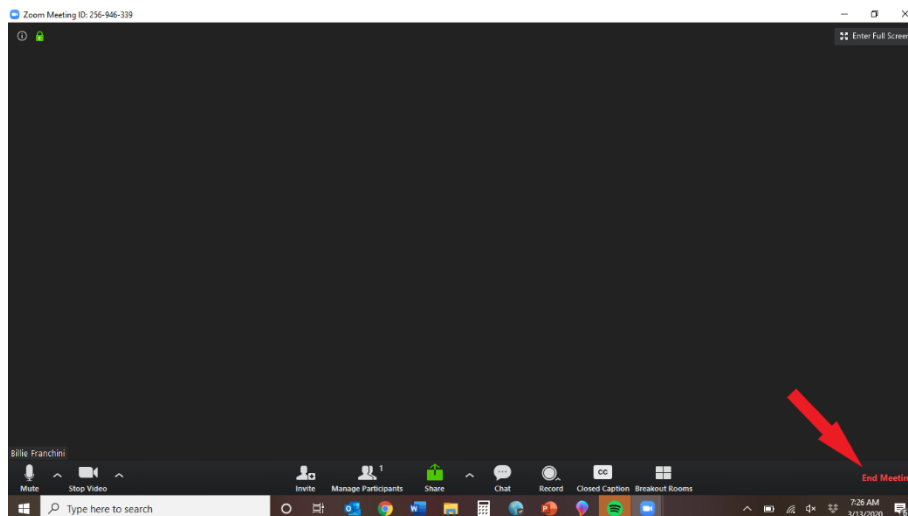
10. When you have finished your show, click on **More** again and select **Stop Recording** from the dropdown menu.



11. A pop-up will ask if you want to stop cloud recording. Click **Yes**.



12. Click **End Meeting** and then select **End Meeting for All** from the pop-up screen.



13. You will receive an email notifying you when your cloud recording is available. That email will have a link that you can share with viewers. (Note that it may take a few hours for you to receive that email, so try to plan accordingly.) You can post this link in the appropriate location in your Blackboard course.

