

## To pre-record a PPT presentation with video:

- 1. Open your PowerPoint presentation
- 2. Start Zoom meeting (no additional participants necessary)
- 3. Adjust your camera, microphone, lighting
- 4. Click Share Screen (up green arrow at the bottom options bar)
- 5. Select PowerPoint application
- 6. Start PowerPoint Slide show to enter Full Screen
- 7. Video icon will appear in top right corner in the recording (even if you move it on your screen)
- 8. Select from top options bar or Alt+C or Alt+R to start/stop recording to cloud or your computer (depends on your license)
- 9. Run a test to make sure you like what you see/hear

Organized by the International Metabolic Engineering Society



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