**ZOOM –**

1. Open your powerpoint show
2. Sign on to zoom and click “New Meeting” (make sure your video is visible)
3. Click “share screen” and select the PowerPoint screen
4. Once your powerpoint is full screen, with the video of yourself in the corner, click the “MORE” button and select “record to computer”
5. Once you’ve done that, you start presenting your presentation as you would in person
6. When finished presenting, click “MORE” button, then click “stop recording”.
7. After you end your zoom meeting, the file will save to your computer.

This link [https://www.youtube.com/watch?v=i81PkuCMZiY](https://urldefense.com/v3/__https:/www.youtube.com/watch?v=i81PkuCMZiY__;!!JmPEgBY0HMszNaDT!75_fpp2I_XKrQuh1j9HhVpoGqGwDPdSfeUW1ZRwRNABRJPEr0MW3vBdf_HXPRlaf$) walks you through the same process as above but with visuals.

**POWERPOINT –**

1. Open your PowerPoint show
2. At the top, click on the “Slide show” tab
3. Click “record slide show”
4. In the bottom right hand corner is the camera icon (make sure the video is visible)
5. In the top left corner is the “record” and “stop” icons
6. Press record and present your presentation as you would in person
7. When finished presenting, press stop and then the x (exit) to return to the main ppt view
8. Save your presentation to your computer
9. Once it has been saved as a ppt presentation, select file > export > create a video
10. Select Create video at the bottom

This link [https://www.youtube.com/watch?v=yA7NTQ-dp1c](https://urldefense.com/v3/__https:/www.youtube.com/watch?v=yA7NTQ-dp1c__;!!JmPEgBY0HMszNaDT!75_fpp2I_XKrQuh1j9HhVpoGqGwDPdSfeUW1ZRwRNABRJPEr0MW3vBdf_G1e-bLK$) walks you through the same process  as above but with visuals.