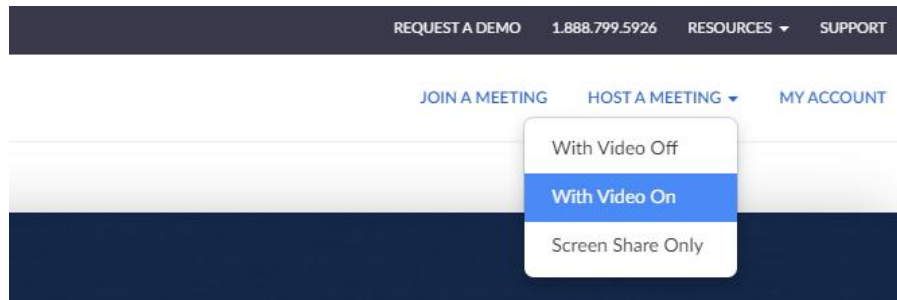
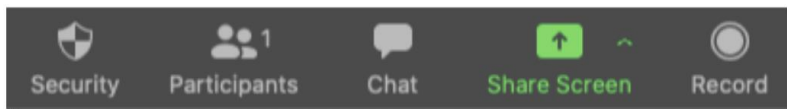


1. Create a free Zoom account at <https://zoom.us>.
2. Install and open the Zoom application on your computer.
3. Select **Host a meeting** and from the dropdown arrow select **with video on**.

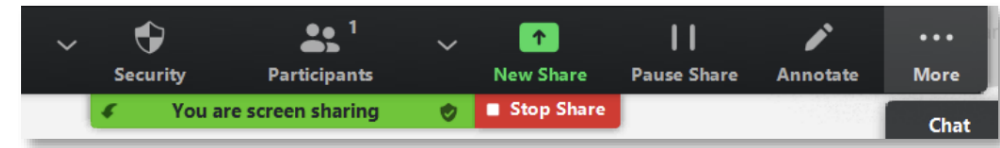


4. When prompted, **open in zoom meetings**.
5. Click on the **Share Screen** button at the bottom of your screen (if this menu bar is not viewable, simply hover your cursor over the bottom of the screen).



6. In the window that appears, select the screen showing your PowerPoint presentation (if you have any video or other audio in your PowerPoint presentation ensure you tick the **Share computer sound** option).
7. Ensure your PowerPoint is in **slide show** mode.

8. At the top of the screen, move your cursor to the green area where **You are screen sharing** is listed and a menu will appear.



9. Click **More > Record on this computer**.
10. Commence your presentation using the mouse or arrows to proceed through your slides.
11. When you're done recording, go back into your zoom toolbar and click on **More > Stop Recording**.
12. At the top of your screen click **Stop Share**.
13. At the bottom right of the Zoom application click **End**, then **End Meeting for All**.
14. The Zoom app will begin compressing the screen recording and you will then select where to save it on your computer.  
**Please note:** Zoom will save three files (an M4A file, an M3U file and an MP4 file). *We require the MP4 file.*
15. **Please save as Presenter's first and last name.**
16. Please view your recording to ensure you are happy with the result and then forward to [2021kalcic@hbni.co.kr](mailto:2021kalcic@hbni.co.kr) using **We Transfer** <https://wettransfer.com/>