

Recording Instructions

- 1- Please download the Zoom Application to your computer.
- 2- Open the desktop Zoom application.
- 3- Create an account (free) if you don't already have one https://zoom.us/download#client_4meeting
- 4- Click on your profile picture or icon, then click Settings. Click Video. Make sure "Enable HD" is selected.
- 5- Initiate a Test Call to quality check your microphone and speaker connections at <https://zoom.us/test>.
- 6- Please close all programs on your computer with the exception of the virtual meeting & PowerPoint.
- 7- Share your screen then press start recording.
- 8- Upon completion, press stop recording. Upon completion of the recording will automatically start saving.
- 9- Once the saving is complete, you save it onto your desktop as a video file with YOUR name & DATE (day_month) of presentation eg Bilal 29_10. If you have more than one presentation, please save as A and B eg Bilal 29_10A.
- 10- Please send the video through We-transfer or Google Drive to uma.chandran@kr.net.sa and cc saleissa@yahoo.com