

Greetings. And welcome to this short video on how to record and download your Student Research Symposium presentation using Zoom.

To begin, navigate to the Zoom sign-in page. Enter your pdx.edu email address and ODIN password.

Once you've logged in to your Zoom account, you should be on the meetings page. If not, click on the Meeting tab on the side of the page. Then, from the meetings page click schedule a meeting.

You may want to give your meeting the same title as your presentation though this is not required. Scroll down the page and check the box that states "Automatically record meeting in the cloud." Click on Save.

From the next page, you can start your meeting.

If your presentation requires sharing a poster or slide deck, click on the share screen icon at the bottom of the zoom meeting window,

select the screen you want to share and click on the share icon at the bottom of the screen.

After you have finished your presentation, click the end button at the lower right corner of the page. This will end the recording.

After you have completed recording your presentation, it may take several minutes before you can download the video.

To retrieve your video, return to the primary Zoom meetings page. On the left side of the screen, click on recordings. Your video will be located on the recordings page. To download the video, click "More" then download (2 files). The download prompt will vary depending on the browser you use.

These are the steps you need to follow to record and download the video of your presentation.