This document describes the procedure for recording your 2-3 minute audio/video narration for the 2020 College of Medicine Research Forum using Zoom.



1. Open the Powerpoint slide deck for your oral presentation in the file browser:

2. Sign in to the university Zoom application (<u>https://southalabama.zoom.us/</u>) with your USA email address.

 Create a new meeting by clicking on the New Meeting link (orange) and choose "use computer audio" at the prompt:



4. Next, choose the "Share Screen" button (Green):



5. Choose the screen window with the powerpoint slides of your oral presentation:



- 6. Choose the "More" link in the Zoom control menu, and choose "Record on this computer".
- 7. Begin your 2-3 poster narration.

8. When you complete your narration, choose "Stop Share" (red), and then "End the meeting for all" or "End" button (red).



9. Once the meeting is ended, the recording will automatically begin conversion:



10. Once the recording has converted, locate the file entitled "Zoom\_0" appearing in the popup explorer window. This file can also be found in "Documents/Zoom"

folder in a subfolder with the recording date:

anize • Share with •	New folder				· · 0
Favorites Desktop	Documents library 2020-11-09 09.58.11 Christopher Francis' Personal Meeting Room 2438231517				Arrange by: Folde
Downloads	Name	Date modified	Туре	Size	
Recent Places	audio only	11/9/2020 10:19 A.,	MPEG-4 Audio	7.398 KB	
OneDrive	playback	11/9/2020 10:19 A	M3U file	1 KB	
Libraries	zoom_0	11/9/2020 10:19 A	MP4 Video	53,318 KB	
Documents	Item type: MP4 Video				
Music	Size: 52.0 MB				
Pictures	Length: 00/16/33				
Videos					
lomegroup					
omputer					
Windows7_O5 (C:)					
Lenovo_Recovery (Q:)					
Vetwork					
3 items					

11. Rename the file to "POSTER #; LASTNAME\_FIRSTNAME\_FORUM\_2020.mp4"

(eg. Francis\_Michael\_P000\_FORUM\_2020.mp4).

- 12. Review the video to confirm the audio and screen recording.
- 13. Submit via email to:

SESSION 1 - <u>ssayner@southalabama.edu</u>

- SESSION 2 michaelfrancis@southalabama.edu
- SESSION 3 Isilva@health.southalabama.edu

The mail subject line should read:

"COM FORUM 2020 VIDEO; POSTER #; LASTNAME FIRSTNAME"