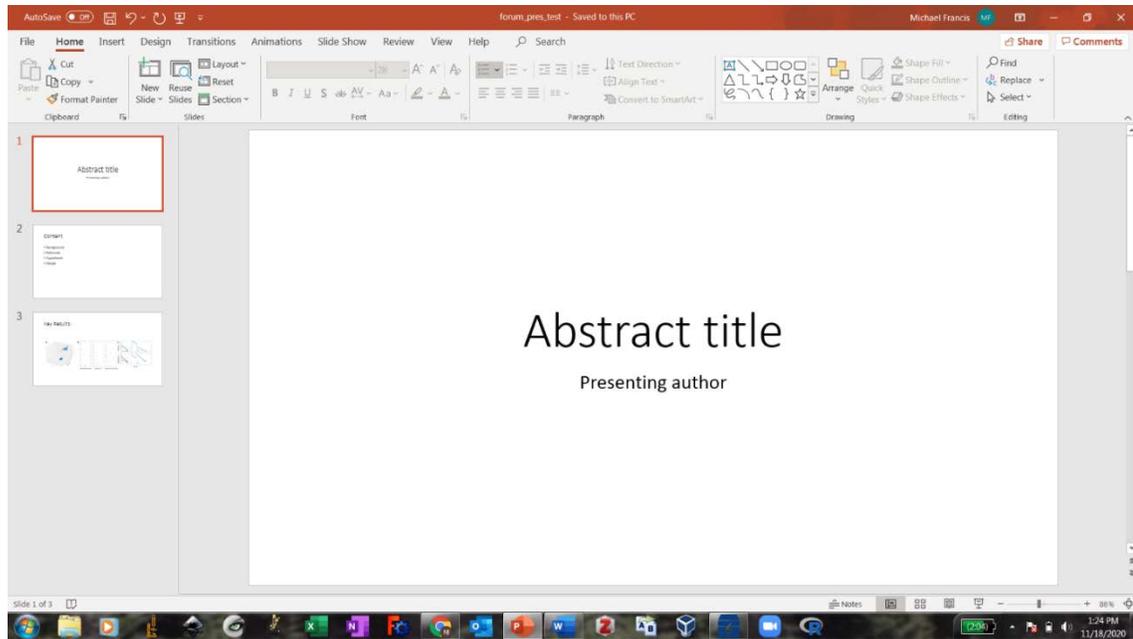


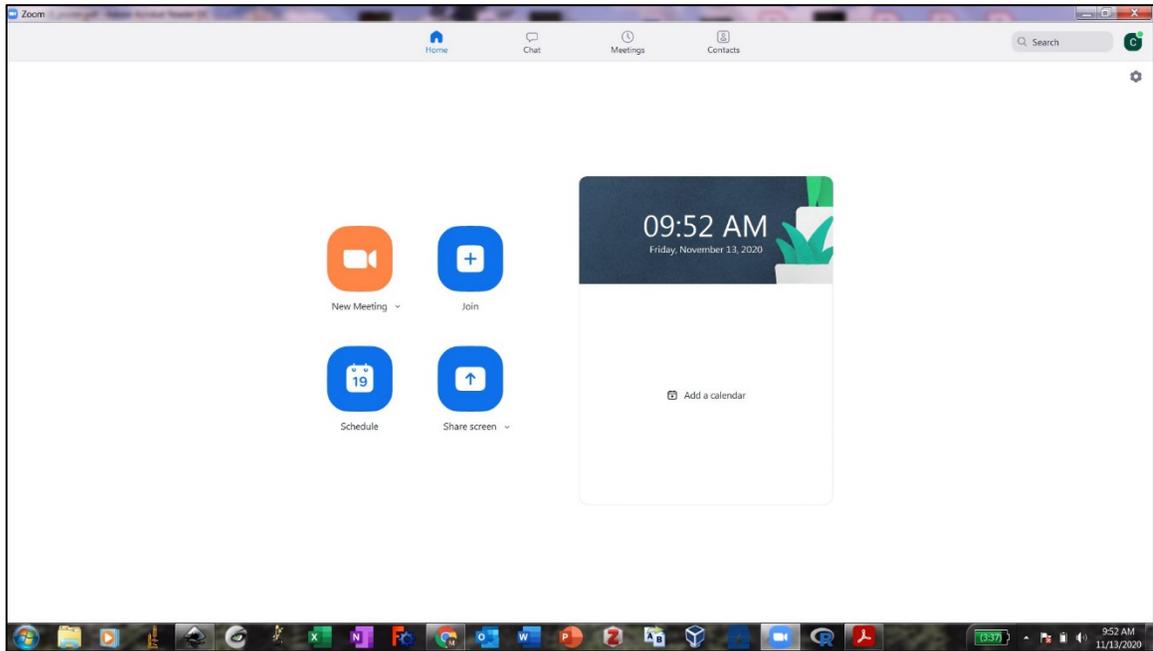
This document describes the procedure for recording your 2-3 minute audio/video narration for the 2020 College of Medicine Research Forum using Zoom.

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

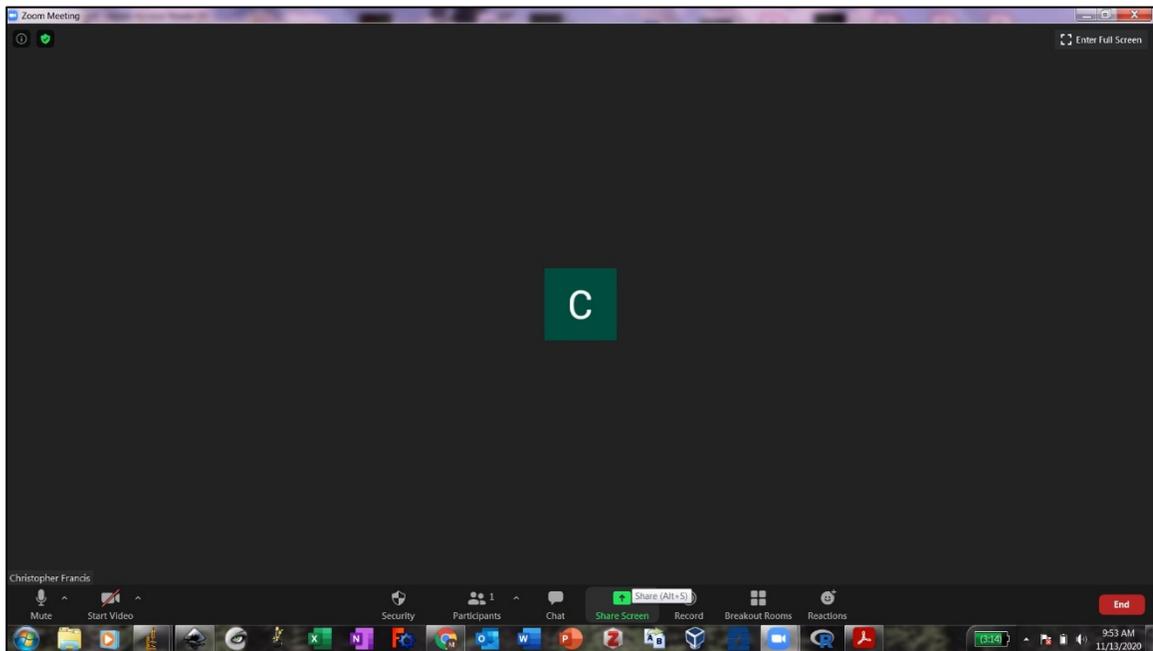


2. Sign in to the university Zoom application (<https://southalabama.zoom.us/>) with your USA email address.

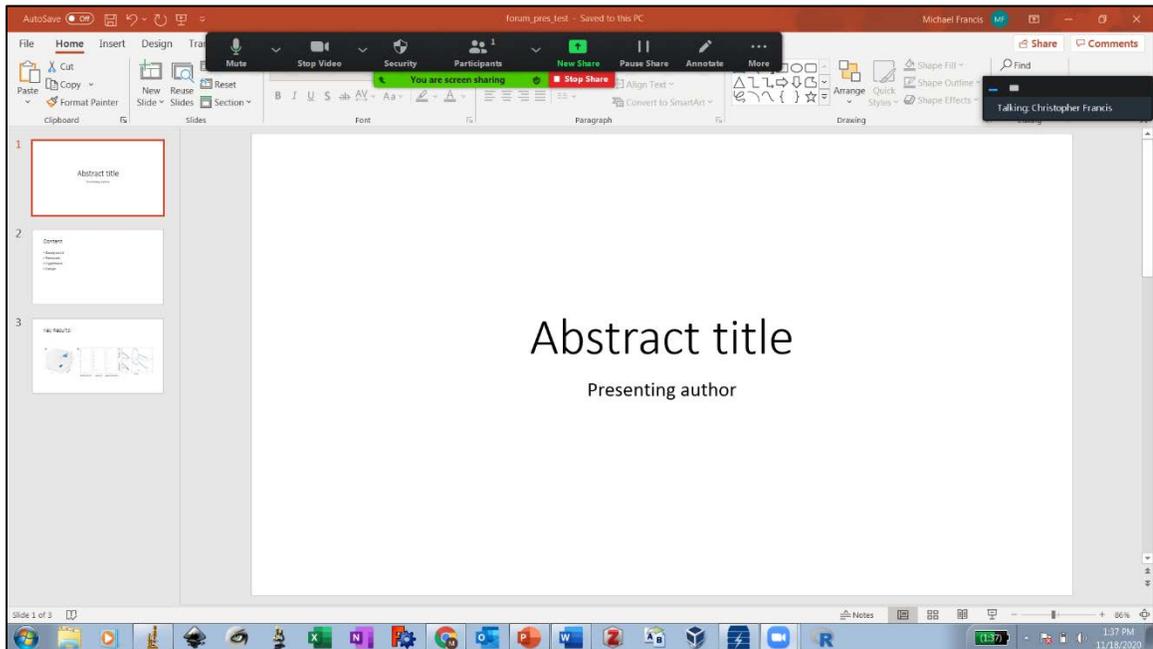
3. Create a new meeting by clicking on the New Meeting link (orange) and choose “use computer audio” at the prompt:



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



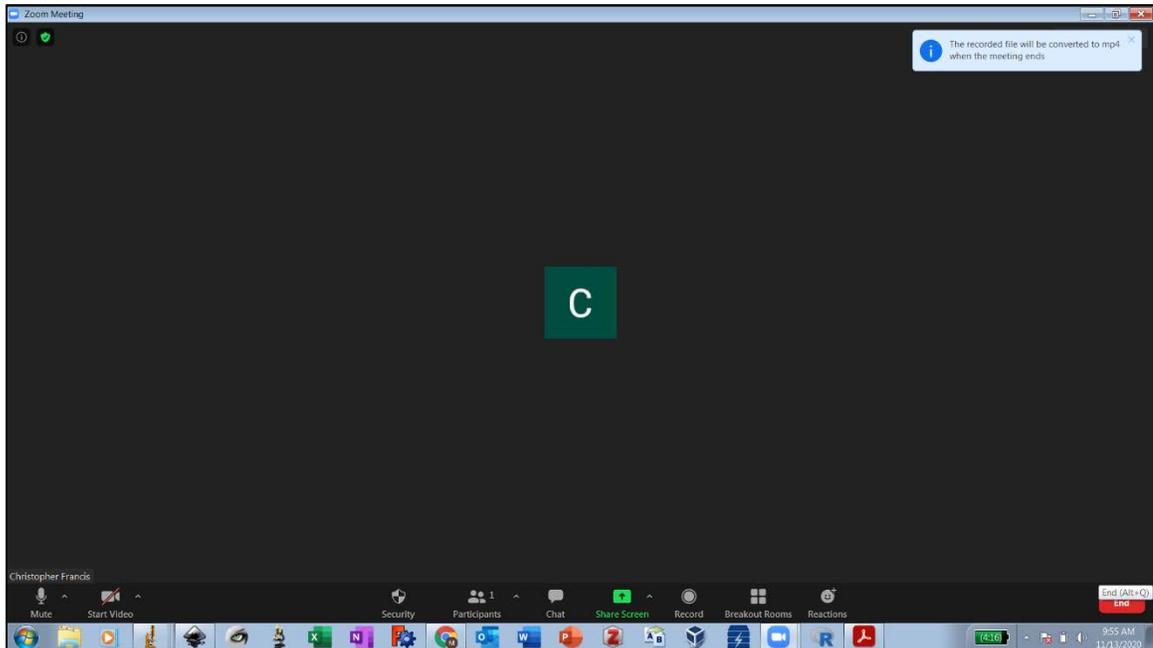
5. Choose the screen window with the powerpoint slides of your oral presentation:



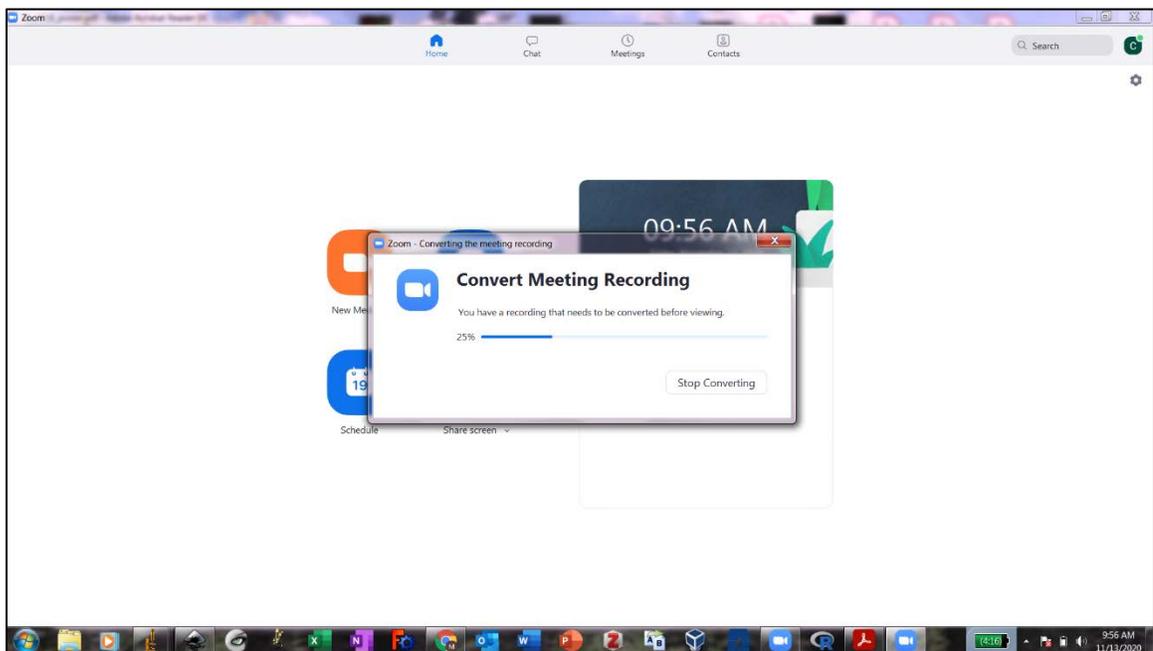
6. Choose the “More” link in the Zoom control menu, and choose “Record on this computer”.

7. Begin your 2-3 poster narration.

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

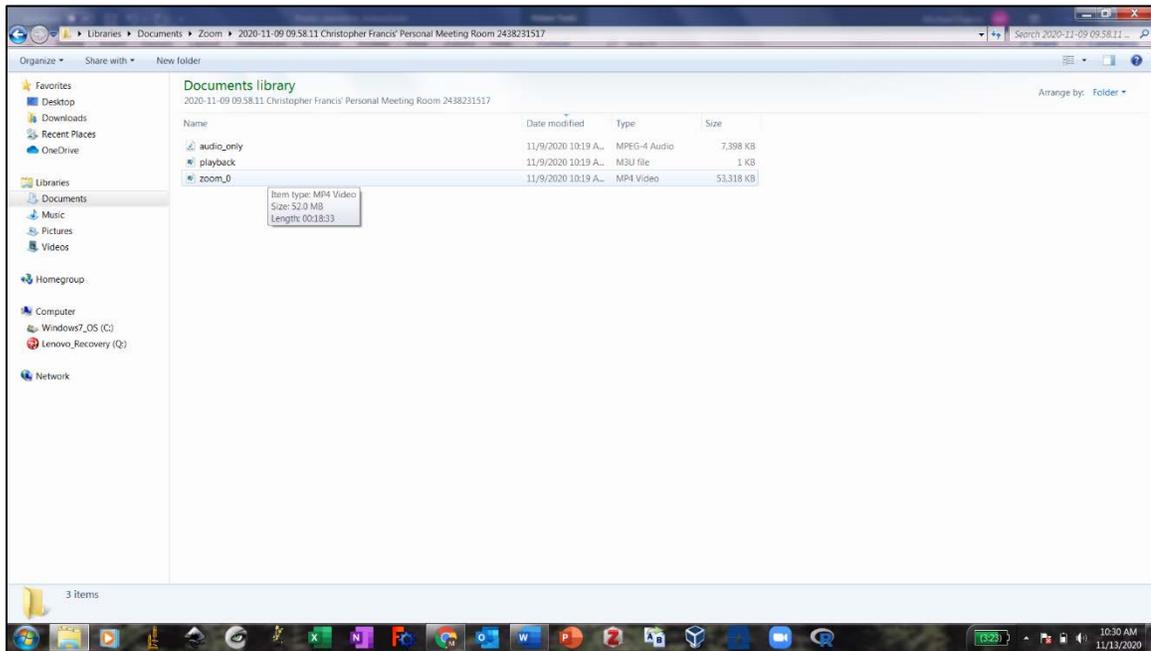


- Once the meeting is ended, the recording will automatically begin conversion:



- 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:



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 - ssayner@southalabama.edu

SESSION 2 - michaelfrancis@southalabama.edu

SESSION 3 – lsilva@health.southalabama.edu

The mail subject line should read:

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