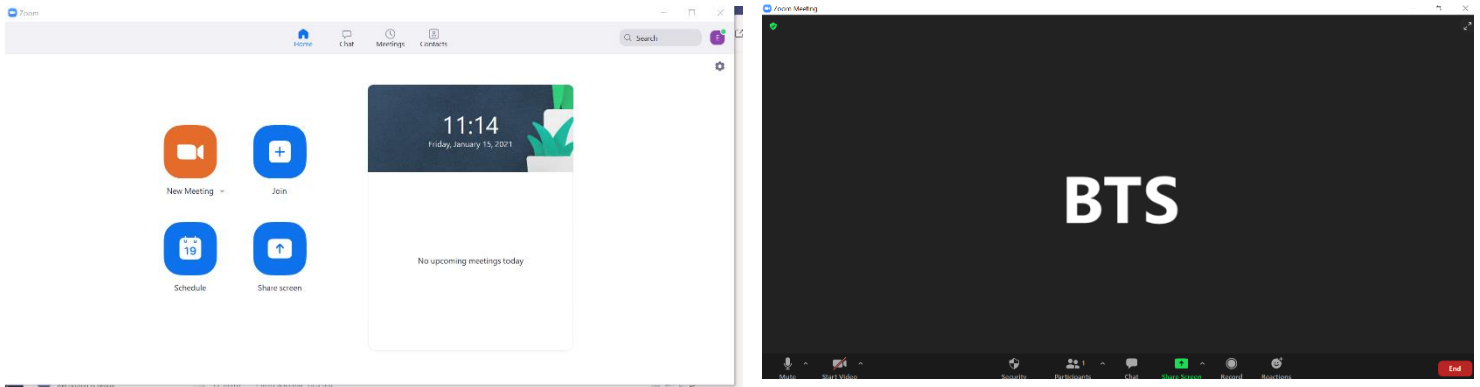


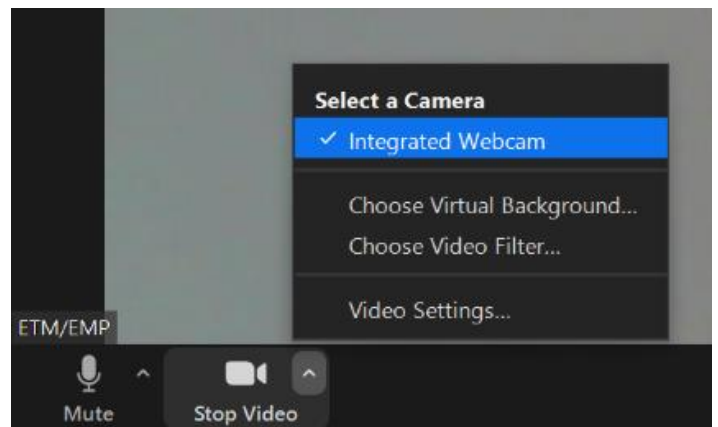
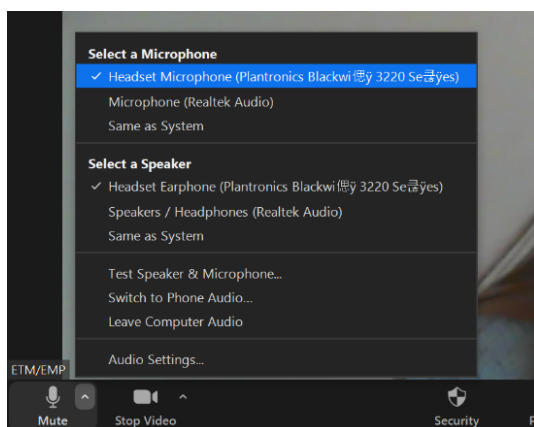
## British Thoracic Society Winter Meeting 2021 Online: 24<sup>th</sup> – 26<sup>th</sup> November 2021

### How to use Zoom to Self-Record Presentations

1. Open Zoom from a browser or the app, and login.
2. Click “New Meeting.” This will open a new window.



3. Make sure your webcam and microphone inputs are correct by clicking the arrow next to the microphone and webcam icons on the bottom left of the Zoom window.



### To share your screen & start the recording of your presentation

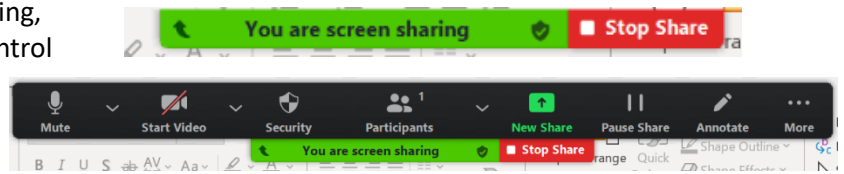
We strongly advise you to complete the following steps with a test recording to check that you are happy with the video and sound quality and can comfortably share your screen.

1. Navigate to your desktop and open your PowerPoint slides or PDF that you wish to narrate over.
2. Navigate back to the Zoom call you have started.
3. Select Share Screen from the menu bar. Select your PDF or PPT document.

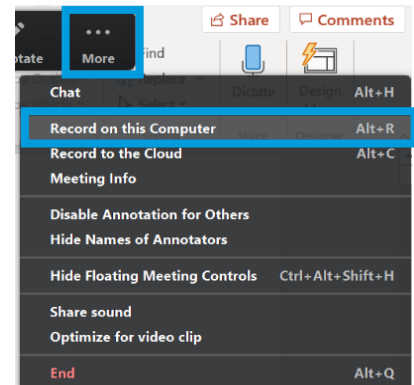


4. In your PPT or PDF, enter Full Screen Mode.

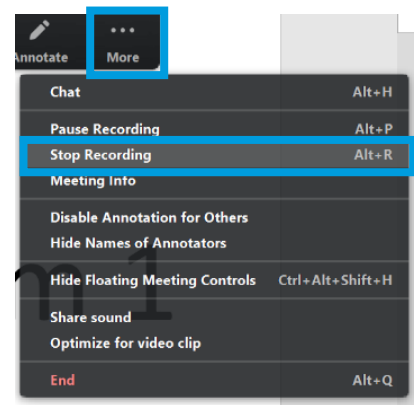
5. When you are ready to start recording, navigate to the floating meeting control bar. Hover over it and all the controls will appear.



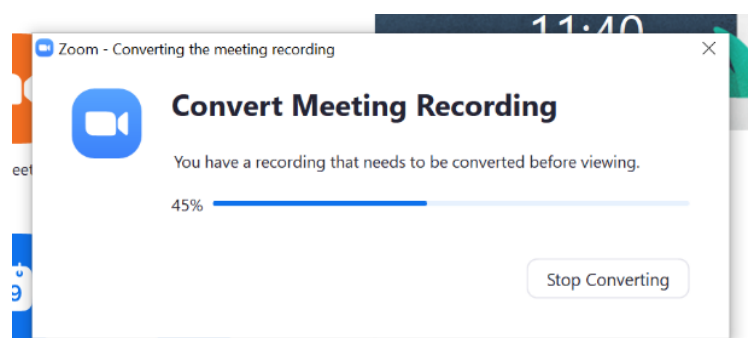
6. Navigate to the More options and select Record on this computer. This will start recording straight away - you will know because a small red dot will appear in the green box.



7. To stop recording, navigate back to the floating meeting control bar. Hover over it and all the controls will appear. Navigate to the More options and select Stop recording.



8. Stop Sharing & End the meeting. A window will pop up after a few seconds to say the recording is being converted. It will then take you to where it is saved.



**Uploading your recording** - Finally, head to the Speaker & Chair Resource Centre on the BTS website (Winter Meeting) or upload your recording [here](#)