








■ How to record a presentation by Zoom

1. Download Zoom (Search: Zoom Download).
2. If you are a member, sign in. If you are not a Zoom member, sign up for free and create an account.
3. Press "**New meeting** ", turn on the microphone, and then press "**Share Screen**  " on the meeting toolbar. Make the PowerPoint open and a slide show mode.
4. Clicking on Unmute  . Click on **Video On**  to show your face during your presentation. Use MNC virtual background which is available at <http://imnc.jp/2021/presentation-guideline-2/>. You can select the background image from the menu at the right side of video button  .
5. When you are ready to record your presentation, select "Details " from the top menu → "Recording" to start shooting the video. If the size is horizontally long (16 to 9), the face will appear on the upper right. Please use the MNC background for recording.
6. "Details  " → "Stop recording" to end video recording, stop screen sharing. → Stop Zoom to end Zoom.
7. Go to Zoom folder in your document folder, then press the "double_click_to_convert_0x.zoom". to create MP-4 presentation video file.