CPC 2023
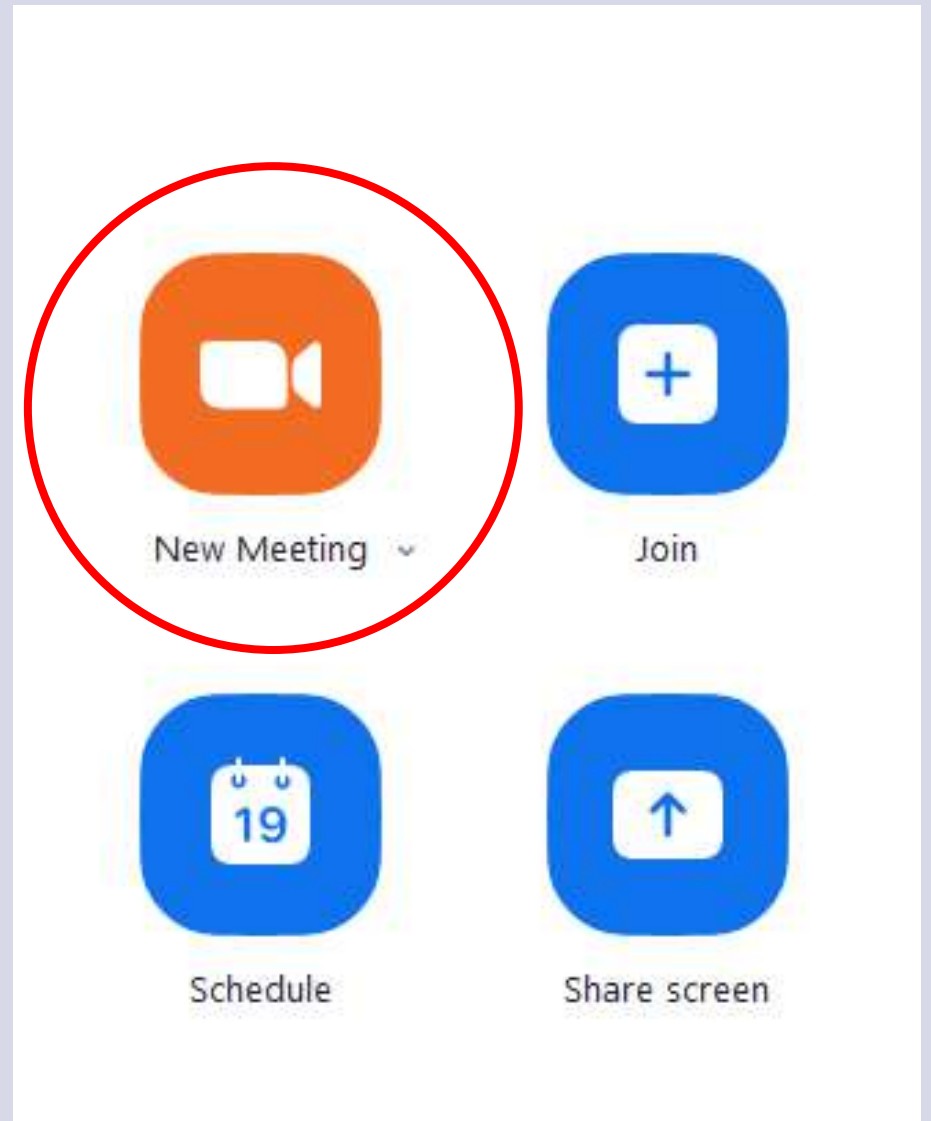CONGRESSO PORTUGUÊS DE CARDIOLOGIA

How to record your presentation on Zoom

After you have downloaded the Zoom application, you must run it.

After opening the application, click on "**New Meeting**"

(Note: if this is your first-time running Zoom, you will need to create an account in advance as these functions are only available this way).
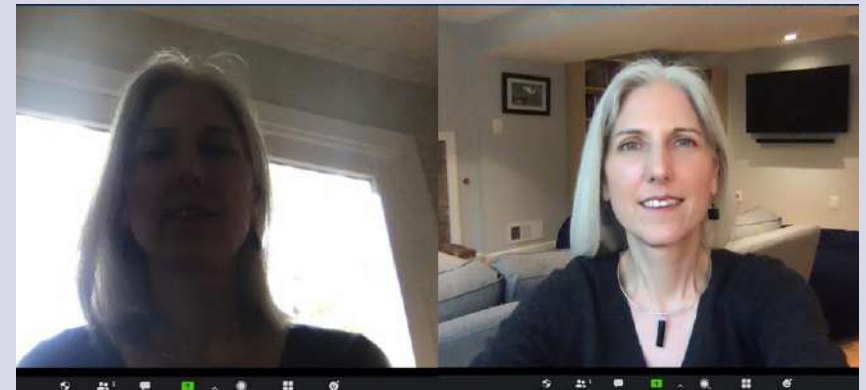
When entering the Zoom meeting, you will find the information box represented in the image.

You should select the option "**Join with computer audio**"
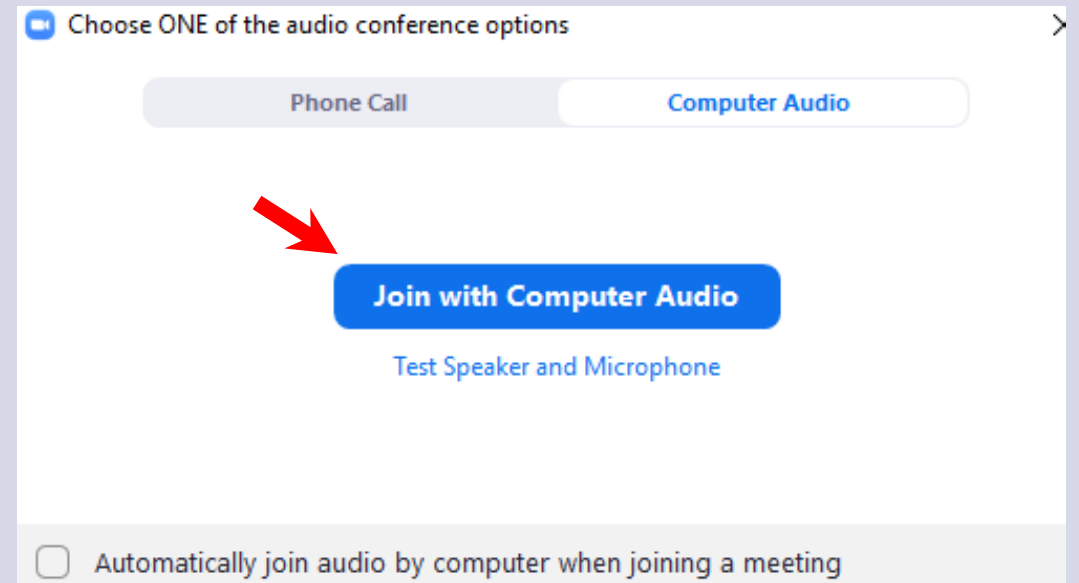
Make sure that:

- You are in a quiet place where you will not be interrupted

- With suitable light conditions

- It has good sound recording quality, using the computer's microphone or headphones with built-in microphone

Open your **presentation application** (PowerPoint, Keynote, …).

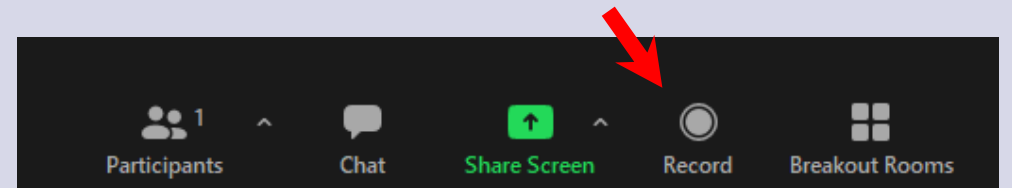Click on the "**Share Screen**" button and share your presentation application.
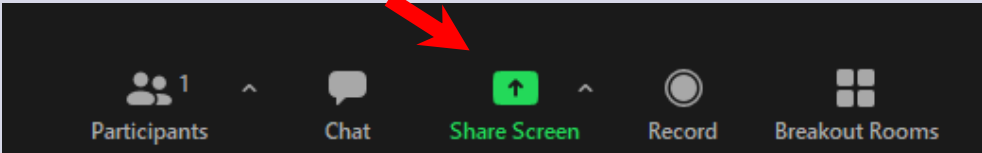
Start your presentation in the app
(PowerPoint, Keynote, …).

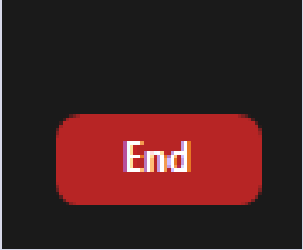Click on the "**Record**" button and select "**Record on this computer**".

(if this button is not present in the zoom bar, look for "More…", on the right)

Make your presentation, respecting the time allotted in your session
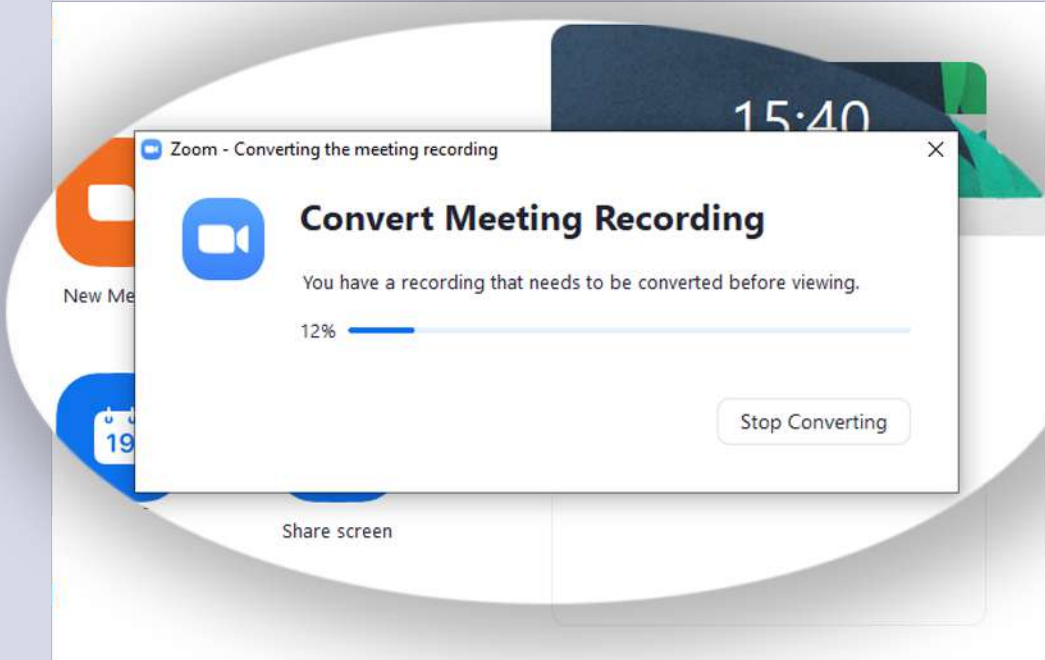
When you finish your presentation, select the "**End**" button, to end the Zoom meeting
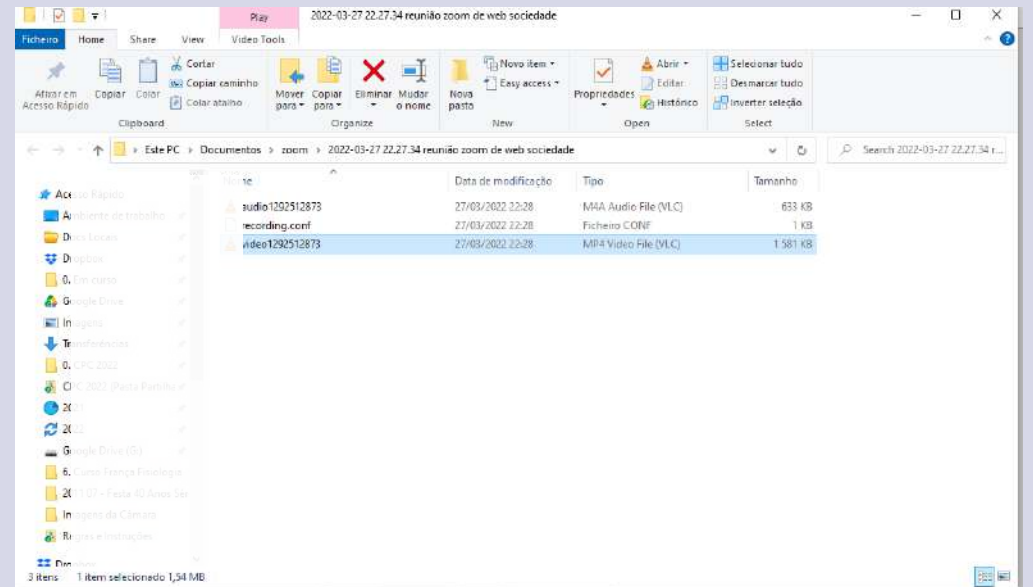
When the Zoom meeting ends, the following window will appear.

Zoom will convert your recording.

After the conversion, Zoom will open the folder where the file with your recording is located.

The file identified as "MP4" is your presentation.

Rename this file with the title of your presentation and submit it via the following link:

https://datadeskv2.rxf.pt/event/cpc2023