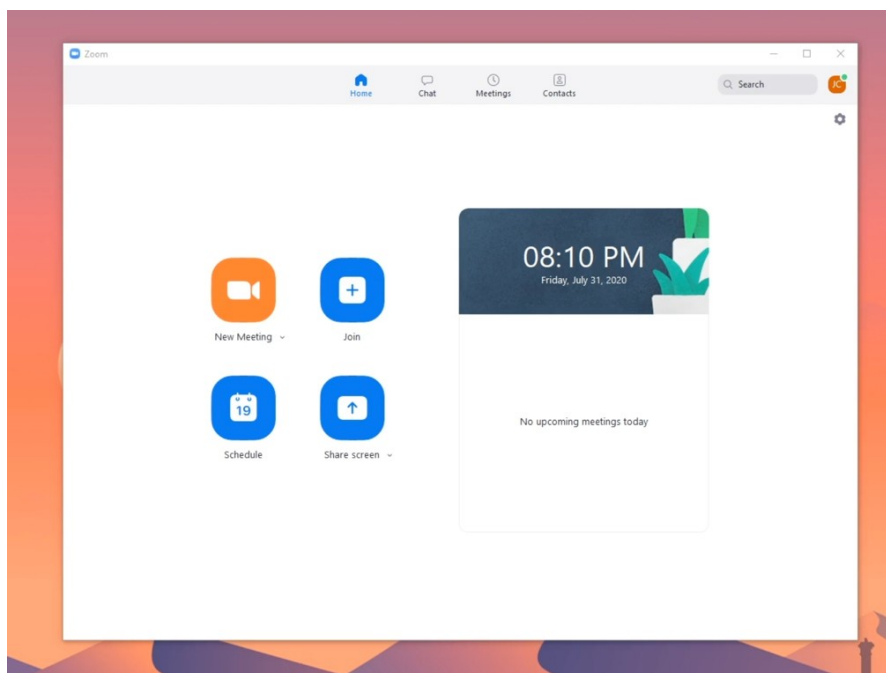
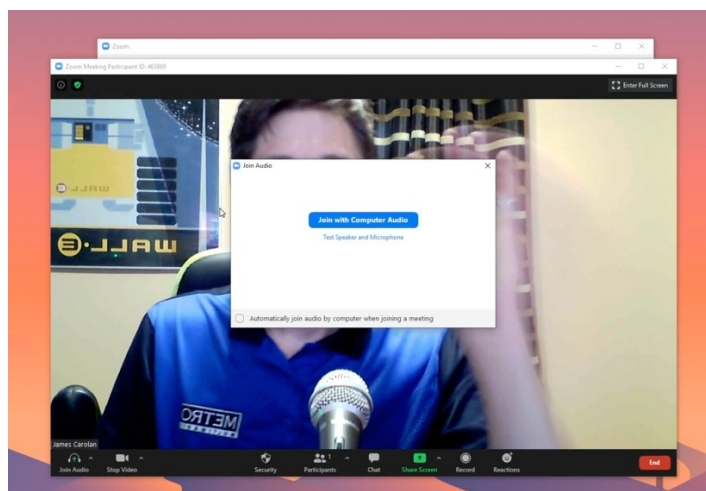


The Virtual Aesthetic Show Zoom Recording Guide PC

- First download and install Zoom
- Once installed please open Zoom

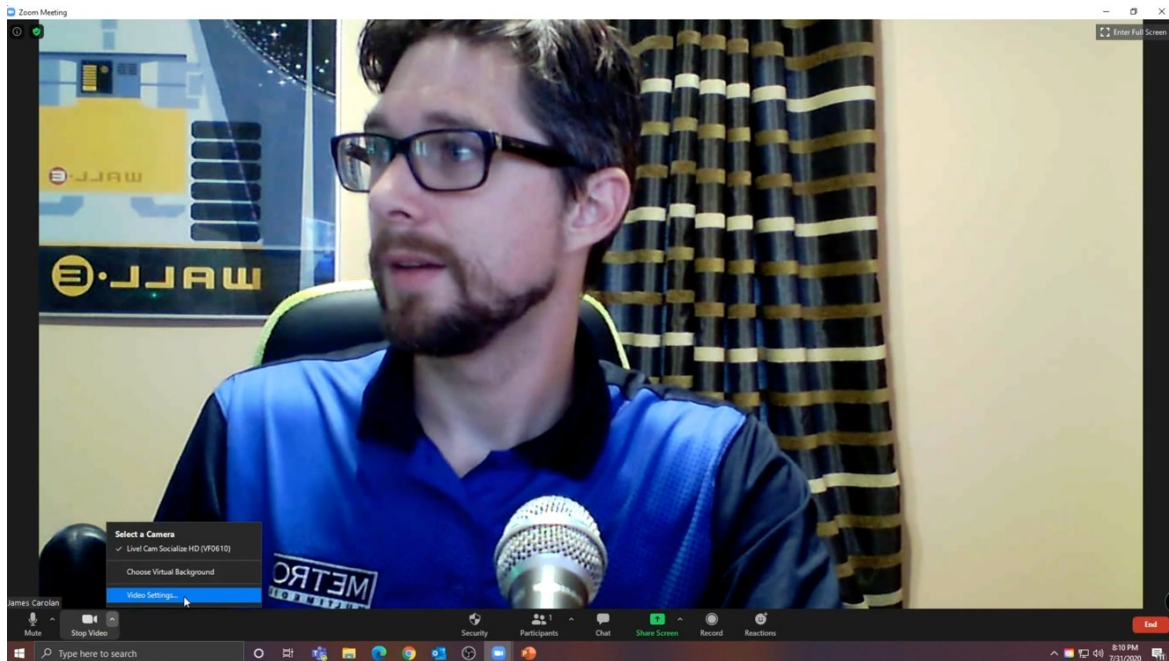


- Click to the orange "New Meeting" button to start a new meeting

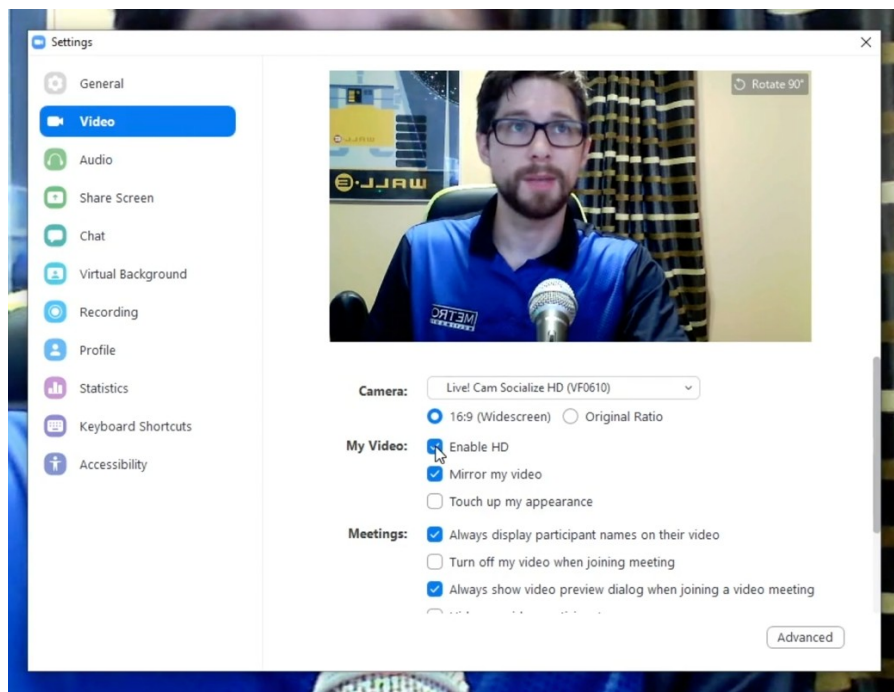


- Join the meeting with computer audio

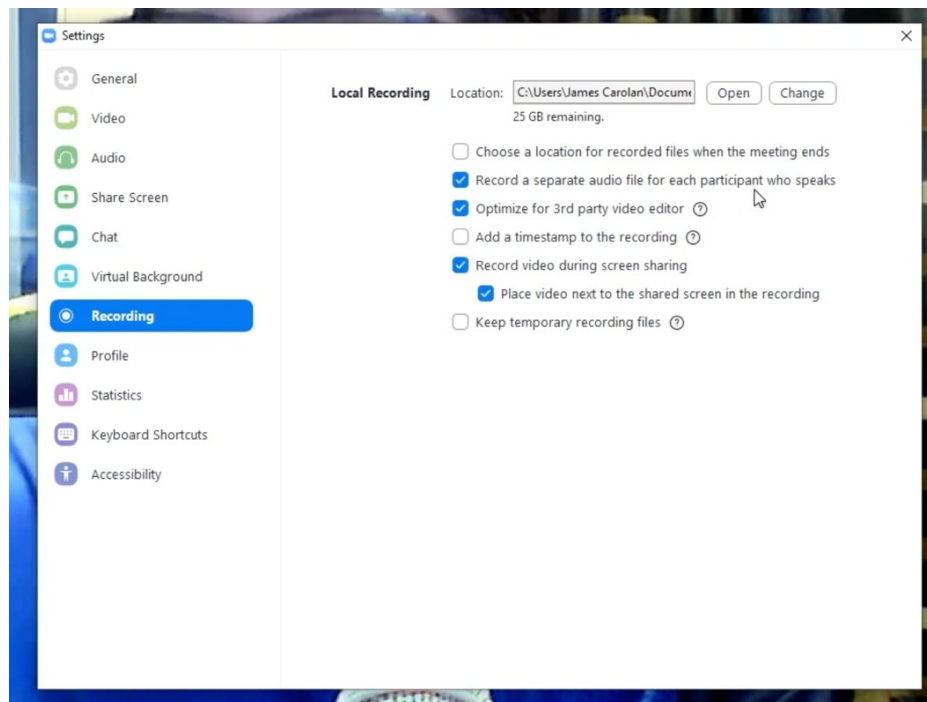
- Go to the "Stop Video" button at the bottom left and click on the ^ arrow next to the camera icon
- Click Video Settings



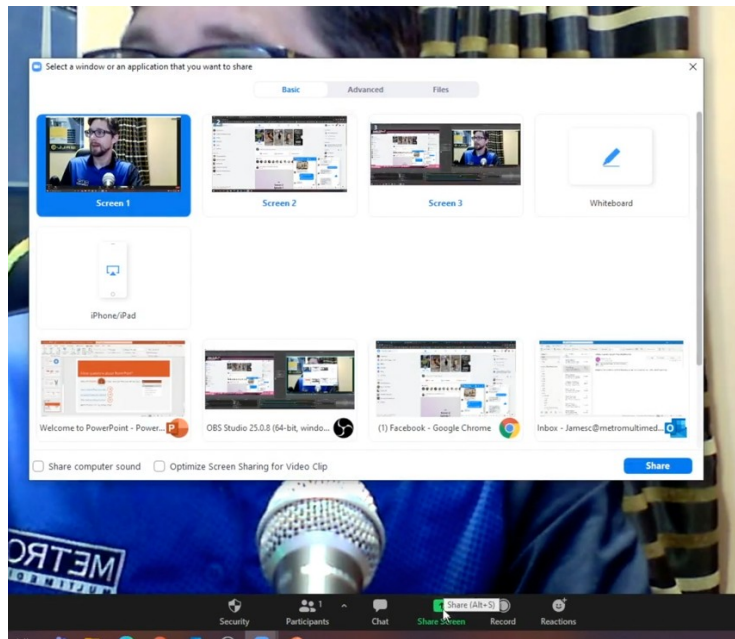
- Once in the video setting preferences window click "Video" and enable HD Video for your webcam (assuring the best quality webcam recording)



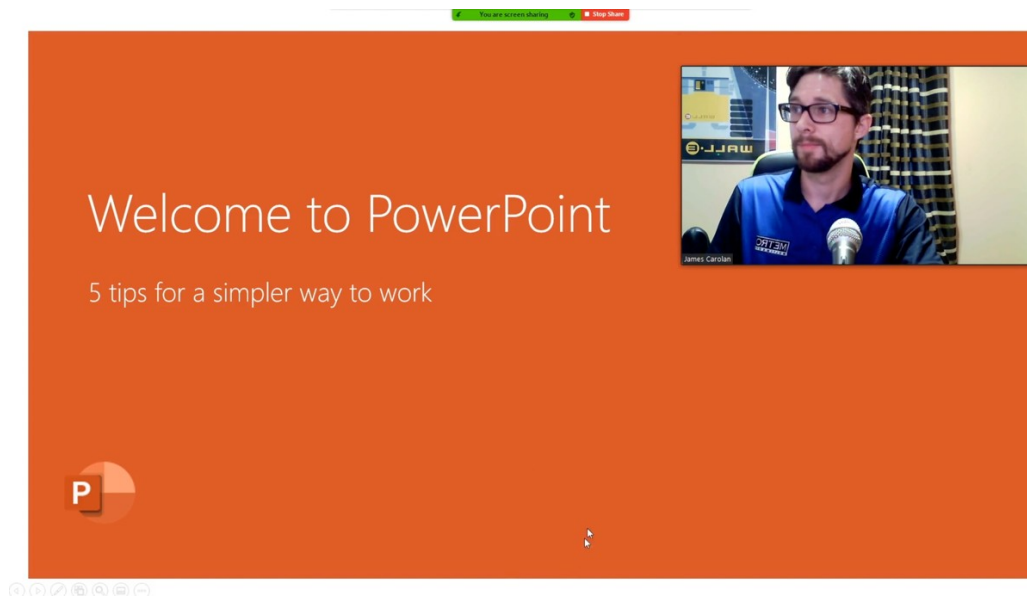
- Next click the "Recording" tab on the left make sure the following are enabled:
 - Record a separate audio file for each participant
 - Optimize for 3rd party video editor
 - Record video during screen sharing
 - Place video next to shared screen in the recording
- All other settings should be turned off
- Also, take note of where your recording is going to be stored, which is shown at the top of the Recording window where it says Location:
- Once you have changed these settings, click the x in the upper right corner to return to the main Zoom interface.



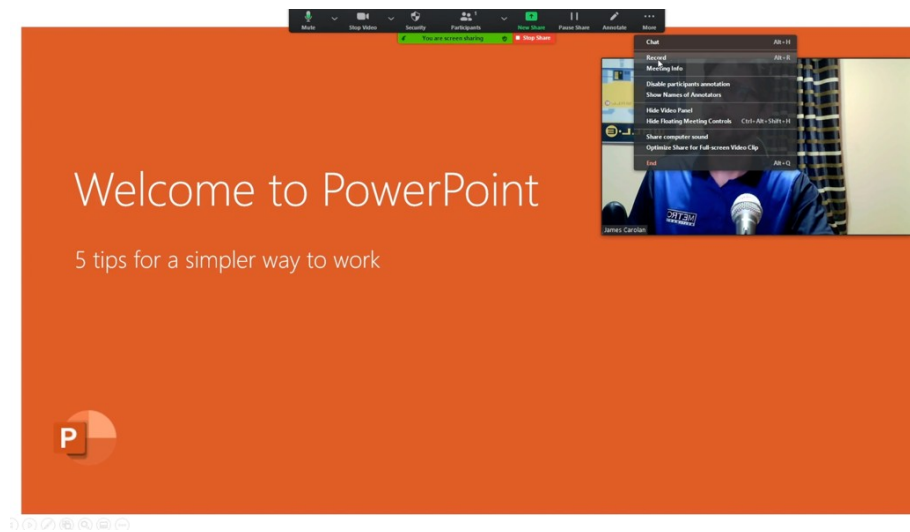
- Make sure your PowerPoint presentation file is open.
- In the main Zoom interface, click on the green Share Screen button at the bottom of the screen. In this window, select your PowerPoint/slide deck.
 - NOTE: If you have not yet used Zoom you may need to open system preferences on your computer allow screen recording. This will require you to restart the program, but the settings will keep so you do not need to go back and adjust them.
- Select your PowerPoint and click on blue Share button in bottom right corner.
- Then switch to presentation mode.



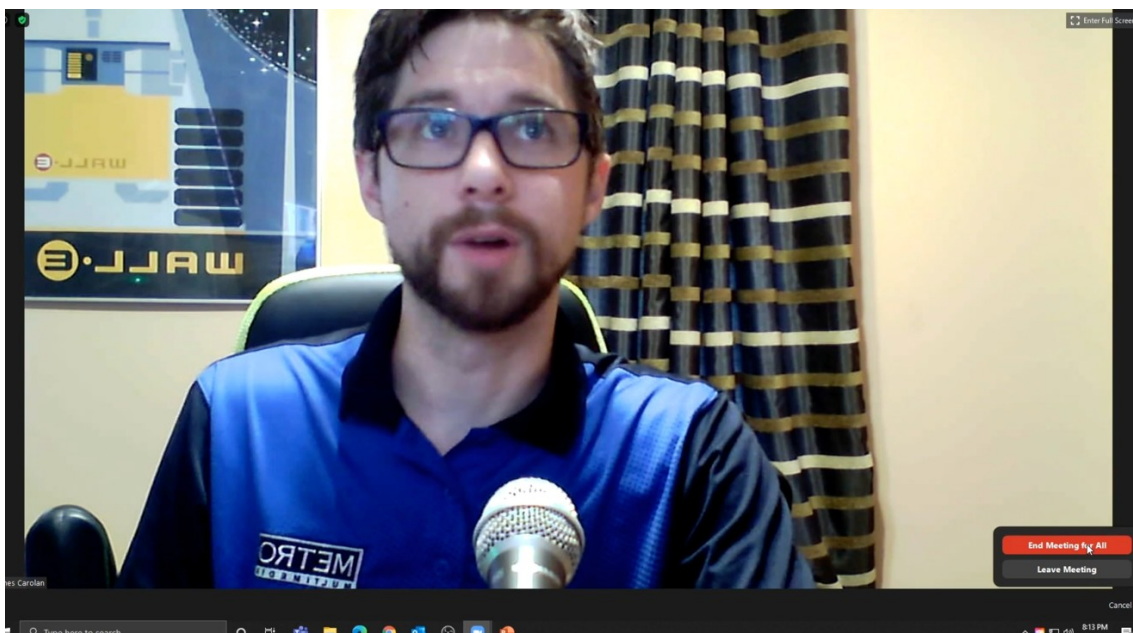
- While in presentation mode expand your video box as large as possible to guarantee the largest video for post-production, this may look like it is obscuring your powerpoint but it will not be on the recording.



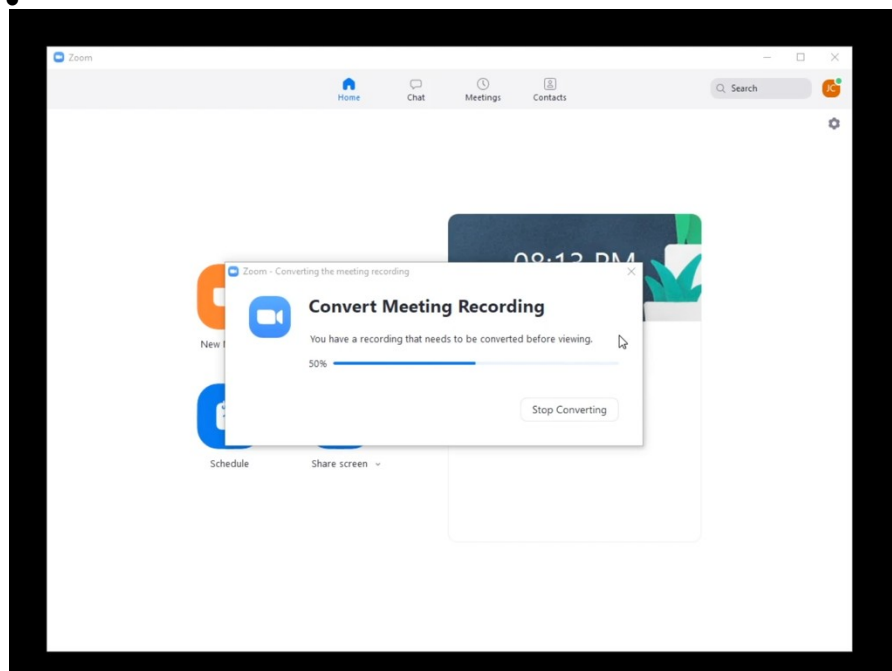
- Once you are set up and feel ready to go it's time to start recording.
- In the Nav bar at the top of your Zoom screen go to the: .../More drop down button for more options
- Choose Record



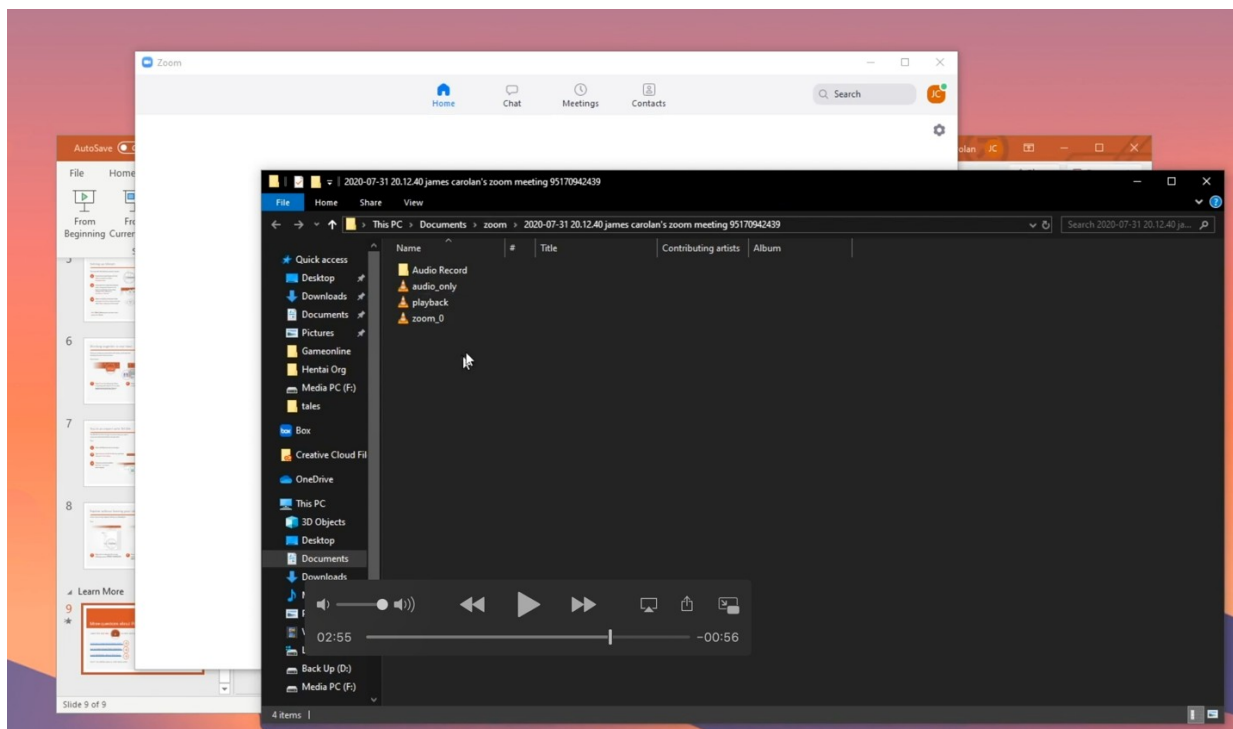
- Start recording your presentation
- After you have given your presentation feel free to stop screen sharing (click the red "Stop Share" button at top of Zoom screen
- Then you can click on the "Stop Recording" button at the bottom of the Zoom screen.
- The recording will not export until the meeting is over so end the meeting by clicking on the red "End" button, a menu will appear, click on the red "End Meeting for All" button



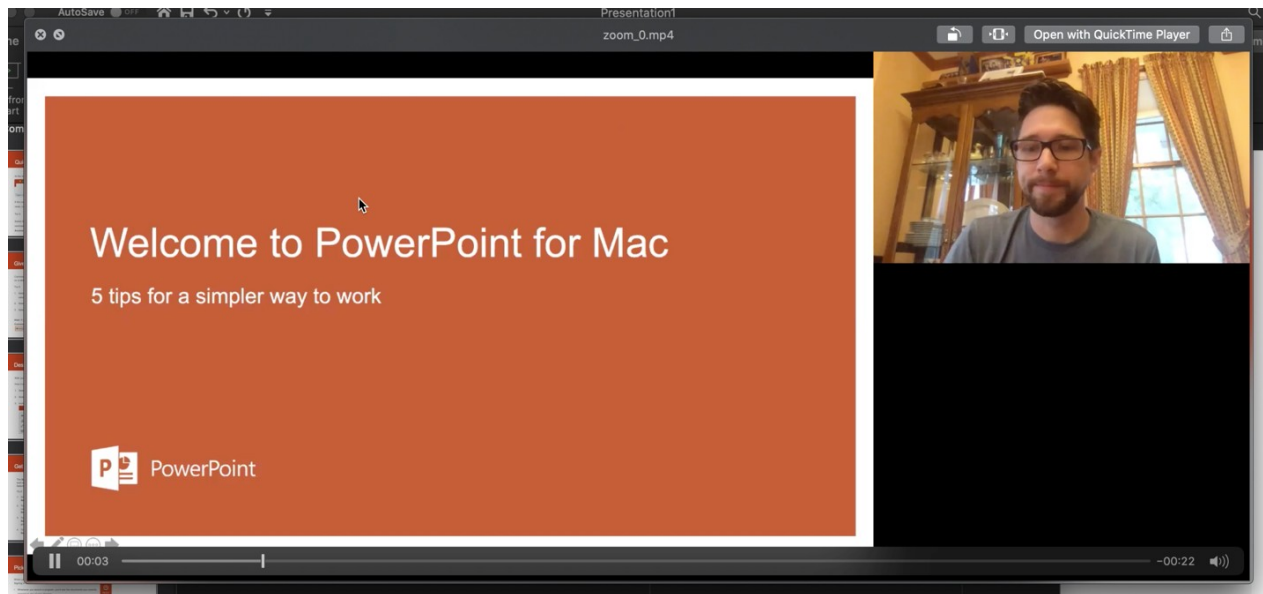
- Once meeting has ended, you will see a "Converting meeting recording" window



- Once it is done a folder will pop up with the Zoom mp4 recording in it.



- Feel free to check your video file which should look like this.



- When you are happy with your recording please re-name the file with your **Name** (last name_first name) and **Session Title** then feel free to upload your file to the link: <https://www.metrommedia.com/tasspeakerssubmission>

If you have any trouble you can email or call Carlos Rodriguez at:
carlos.rodriquez.us@informa.com / (949) 485-8656

Thank you and have a great meeting!