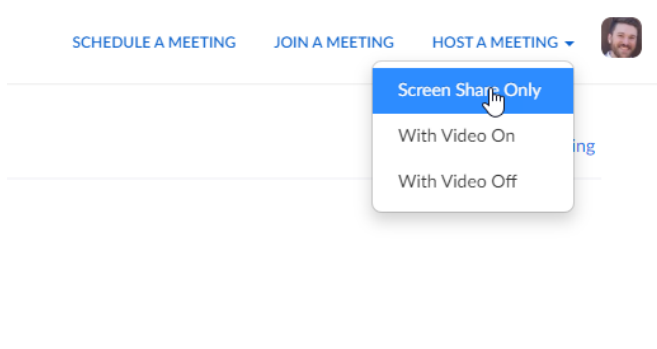


Sign-in to zoom.us

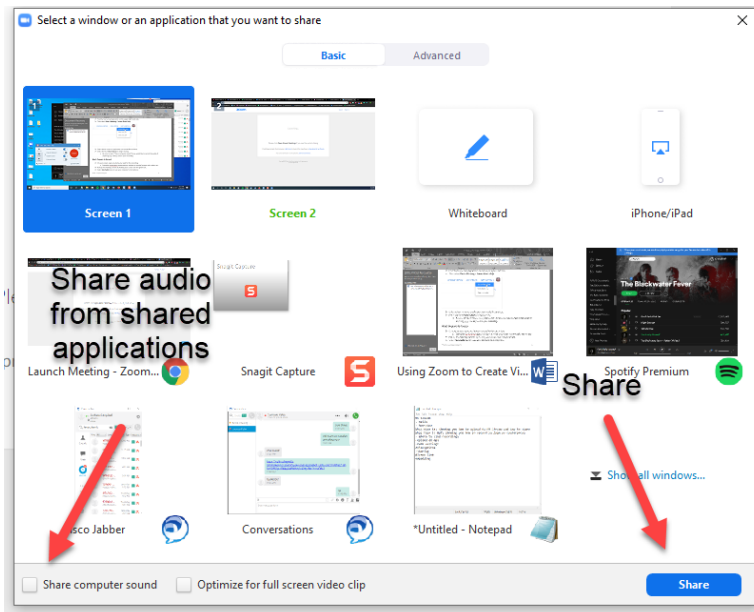
1. Open up your internet browser.
2. Browse to **zoom.us**.
3. Sign-in to your account (upper right-hand corner) with your Collin.edu email address.

Next: Host a Meeting

1. Find the **Host a Meeting** button on the upper right-hand side.
2. Then select **Host a Meeting > Screen Share Only**.



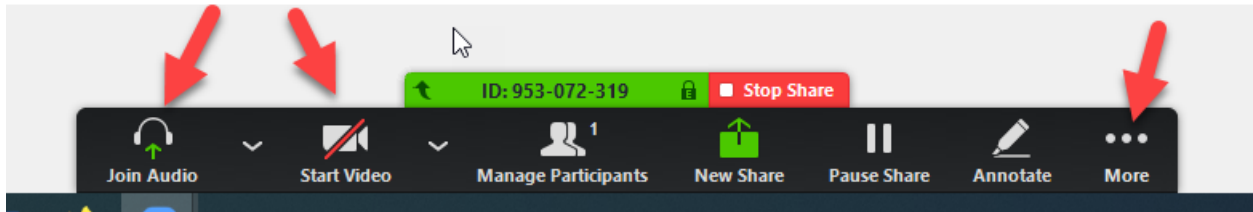
3. Select which screen or application you would like to share.



4. Be sure to select “**Share computer sound**” if you would like to record the audio of any application (e.g. videos) used in your recording. This will include any videos that are in a PowerPoint presentation.

Next: Prepare to Record

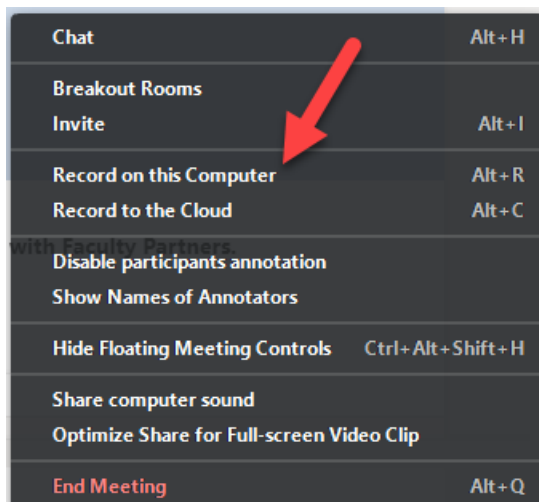
1. On your screen, open any items you need for the recording
2. Examples: PowerPoint presentations, website in another browser tab, videos, etc.
3. Pull up the meeting controls by floating your cursor over the green box.



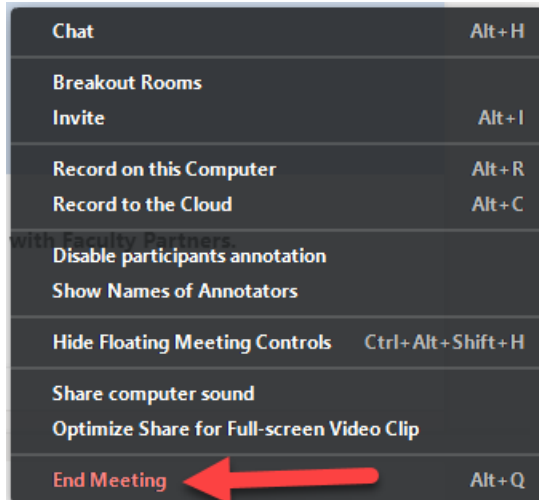
4. Select **Join Audio** twice to use your computer’s microphone.
5. Select the arrow next to the **microphone symbol** to ensure your preferred mic is being used.
6. Ensure you are **unmuted** (the mic will turn green when you speak).
7. Turn your **video cam on** if you wish for student to see you by clicking the **Start Video** button.

Next: Record & Get Mp4

1. To **Record on this Computer** you can...
 - a. Select **Record on this computer** under **more options** (three dots).
 - b. Use shortcut **Alt + R**.
 - c. Hit the **Record** button (may not be visible when hosting in “Share Only” mode).



2. Deliver your content.
3. Select **End Meeting for All** by...
 - a. Selecting more options > **End Meeting**
 - b. Use shortcut **Alt + Q**
 - c. Hit the **Stop** button (may not be visible when hosting in “Share Only” mode).



4. When prompted, **save** the recording to the desktop of your computer.