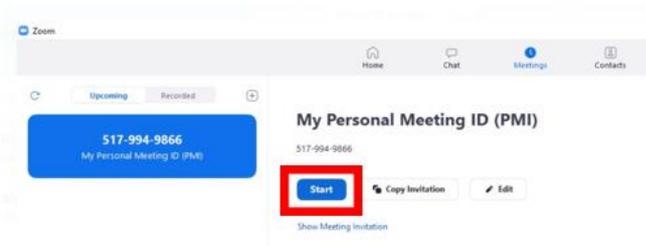
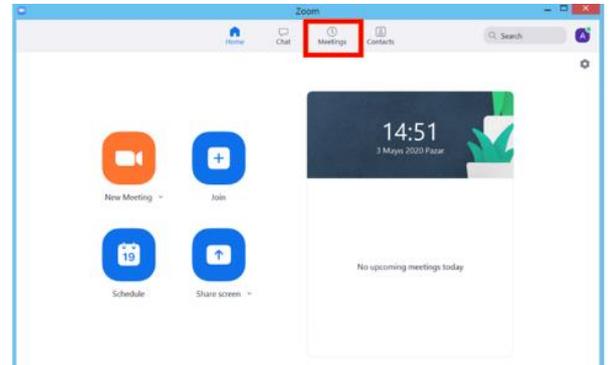


Guidelines for Recording your Presentation with ZOOM

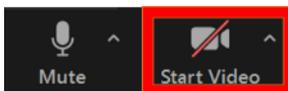
1. Install the Zoom.us software or application on your computer or device from <http://zoom.us/download>. One the application has installed, click **Sign In** or **Sign up free** to create an account.
2. From the Zoom Home screen, click **Meetings** in the top menu.
3. In your **Personal Meeting** window, click **Start**



4. **Join Audio** by either using a microphone or headset through your computer, or calling in through your mobile phone.
5. With the Zoom meeting window open, hover your mouse over the bottom of the window. You should the menu below



6. Click the **Start Video** button to capture yourself on video while speaking.



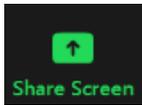
7. Click the **Record** button to start your audio and video recording. If you see an upward triangle, that indicates you have additional options. Make sure you select **Record to this Computer**.



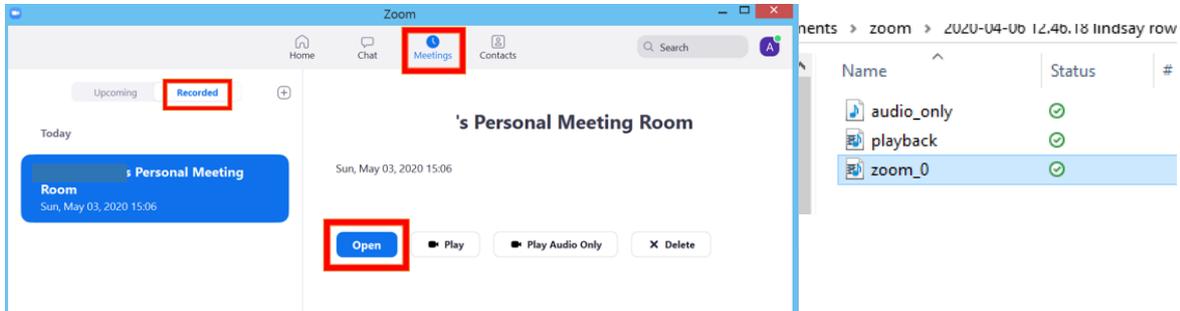
8. You can pause or stop your recording at any point during the presentation. Clicking **End Meeting** will stop the recording as well.



9. Either before or after you start your recording, select **Share Screen** to select and start sharing the screen with your presentation file. Once you start sharing your screen, the menu will move to the top of your screen. You can start your recording after sharing your screen by going to More and selecting Record.



10. After your recording is complete, go to **Meetings** (1) at the top of the Zoom window. To see your recordings, click on the tab labeled **Recorded** (2). After you select the presentation you want to view, click **Open** (3). This will open the folder where the recording is saved. By default, the recordings are saved in your Documents folder in a sub-folder called Zoom

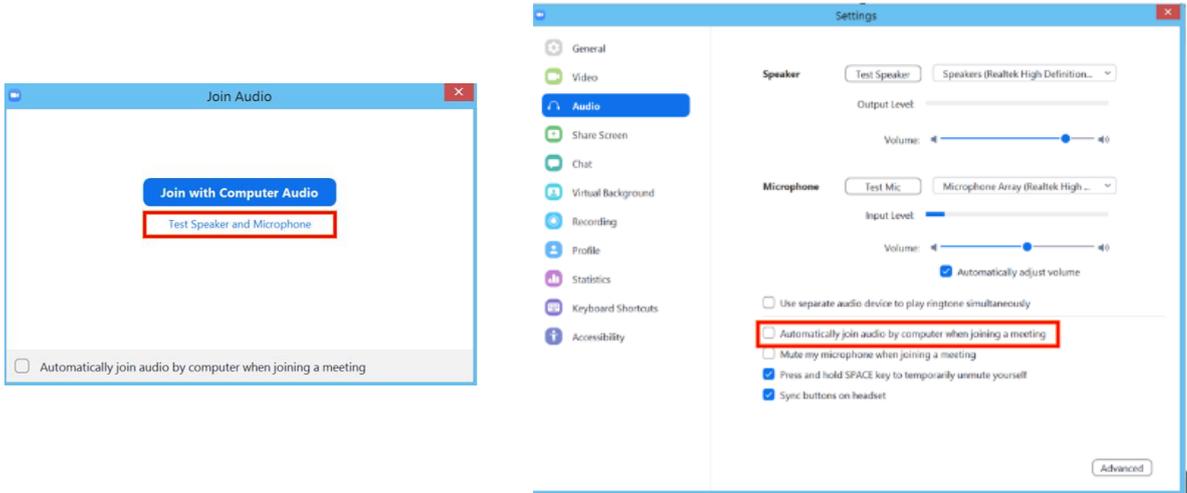


11. If you recorded to the Zoom, clicking open will redirect you to your Zoom web account. Verify that your client has been upgraded to a supported version before you start the meeting. The supported versions are: Windows: Version 4.0.25513.0228 or later and Mac: Version 4.0.25513.0228 or later.
12. Please rename the "ZoomRecord" file (MP4 format) to "EUA20_NameSurname" and send e-mail to congress secretariat. (secretariat@eua20.org)

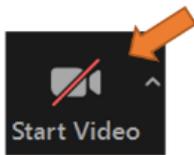


Troubleshooting Common Issues in Zoom:

- **Audio Issues:** Before starting your presentation, test the audio by selecting Test Speaker and Microphone, and follow the instructions on the screen.



- **Video Issues:** Make sure your camera is turned on, plugged in and selected in Zoom by choosing the video icon. If it is not, use the drop down to select the correct camera. If the camera is turned on, make sure nothing is blocking the camera view. If using an external web camera, try connecting it to a different USB port and repeat steps



Video

