

Creating a Narrated Poster Presentation using Zoom

1. Ensure your poster and video apply by the Miami Undergraduate Honor Code
 - o <https://doso.studentaffairs.miami.edu/honor-council/honor-code/index.html>
2. Watch the following Zoom instructional video about how to share your screen in Zoom.
 - o How to share your screen in Zoom:
<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>
 - o Zoom support can also be Contacted for further help: 1-(888)-799-9666
3. Open your poster file to maximum screen size on your local computer.
4. Follow the following instructions for how to make a local recording on zoom:
 - o Local Recording with Zoom:
<https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>
5. Make sure that you have a web camera and microphone installed and plugged into your computer.
6. Go to the Miami Zoom access portal at <https://miami.zoom.us/>
7. Access and log in to Zoom help to Zoom can also be sought via the Miami Information Technology help desk:
 - o UM Information Technology Help Desk: (305) 284-6565
8. Choose the "Host"
9. Click the "Launch Meeting" from following page and "Open Zoom Meeting" from pop-up
10. Click the "Join with Computer Audio" button in the pop-up window that comes up.
11. Click on the "Unmute" and "Start Video" buttons at the bottom of the Zoom Meeting window that appears in not already activated.
12. Share the screen that displays your poster file by clicking on the "Share Screen" button at the bottom of your Zoom meeting window.
13. Move your cursor to the bottom right of the shared screen and choose the "More" → "Record on this Computer" option available from the menu that appears.
 - o You can also press Alt + R on windows or Alt + R on Mac.
14. Narrate your presentation while pointing at components of your poster with your cursor.
15. When finished with your presentation move your cursor to the top of the shared screen and choose the "More" "End Recording" option available from the menu that appears
16. Click the "Stop Share" button at the top of the shared screen.

17. Click the “End Meeting” button in the lower right hand corner of the Zoom Meeting window.
18. Click the “End Meeting for All” button in the pop-up window that appears.
19. Your video will then be converted to an .mp4 file format. Choose the location of where to save your recording when prompted. (On a Mac, the video gets put into a “Documents/Zoom” folder instead as an .mp4 file.)