

How to record your lecture

Recording your lecture is very easy.

Please follow the following steps in order to record your session.

1. Please make sure that you have:

- a. a headset connected to your computer:



Alternatively, you can use the internal Microphone of your laptop

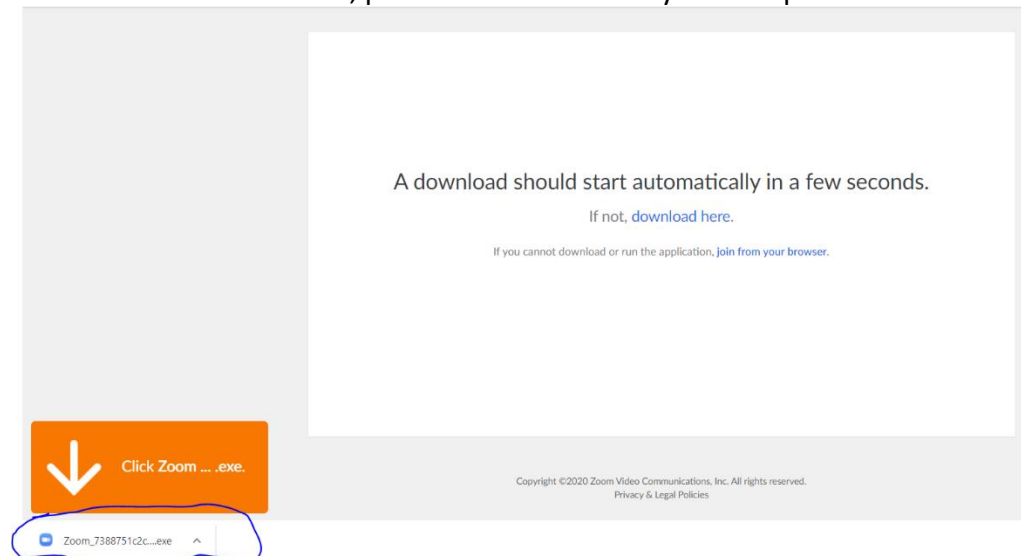
- b. Stable internet connection, we recommend using wired internet if possible. 4g should not be used.
c. Your presentation is already opened.
d. You booked your recording time slot in the booking system:

<https://aat20.youcanbook.me/>

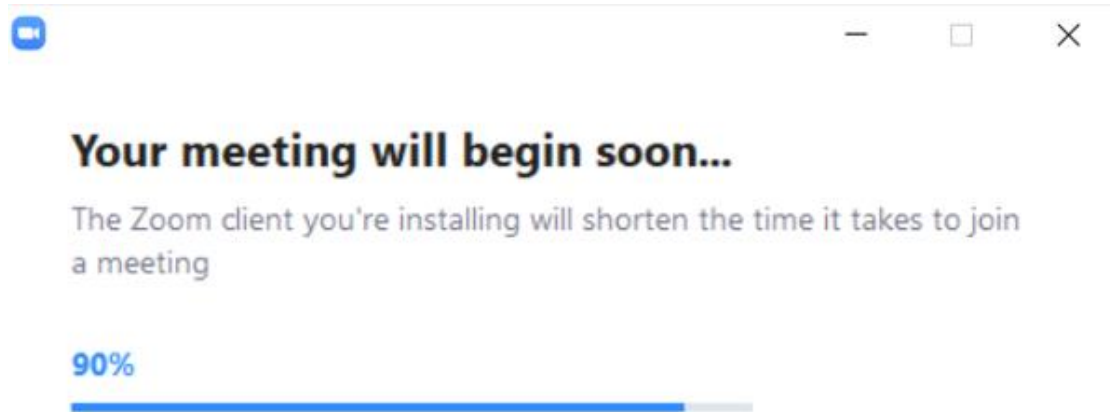
Please note that you will need to schedule a recording slot for each presentation that you give

2. Joining the recording session

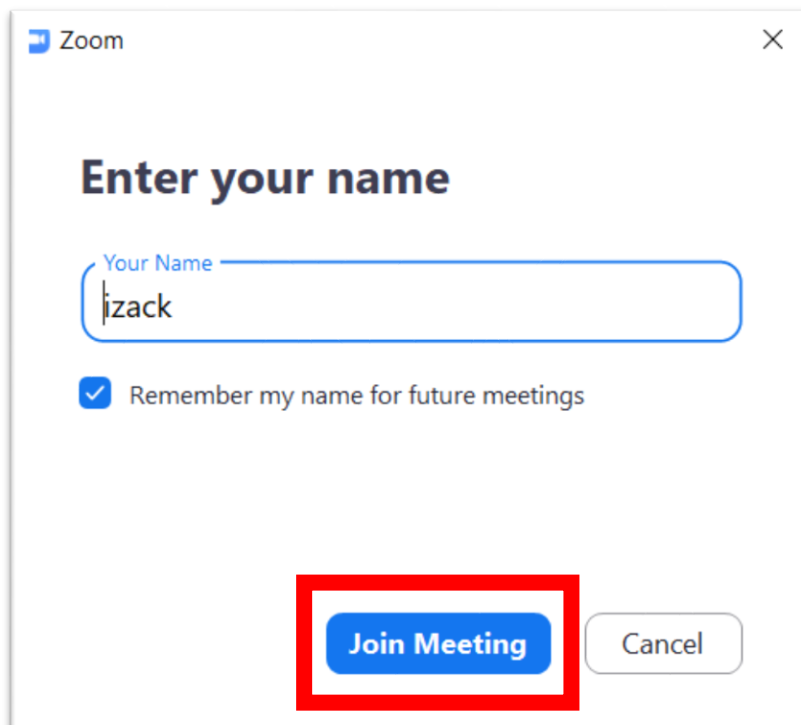
After you booked your recording slot you will get an email with a link to join the session, please click on the link, and you will be prompted to download the zoom client, please install zoom on your computer.



The zoom client will start:

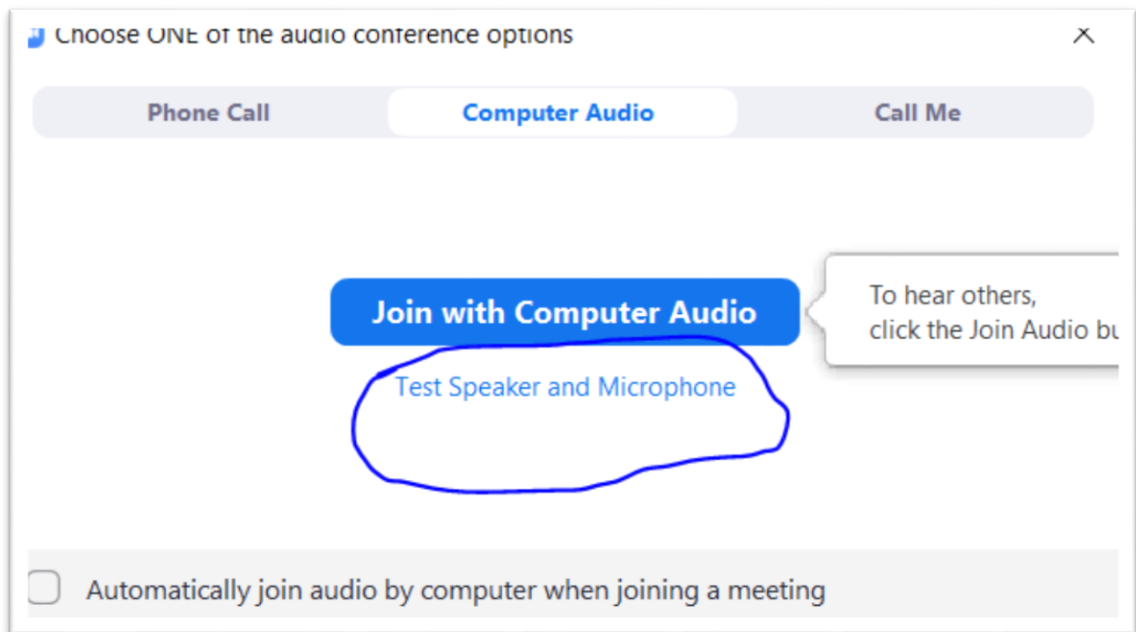


Please enter your name and click on "join meeting":



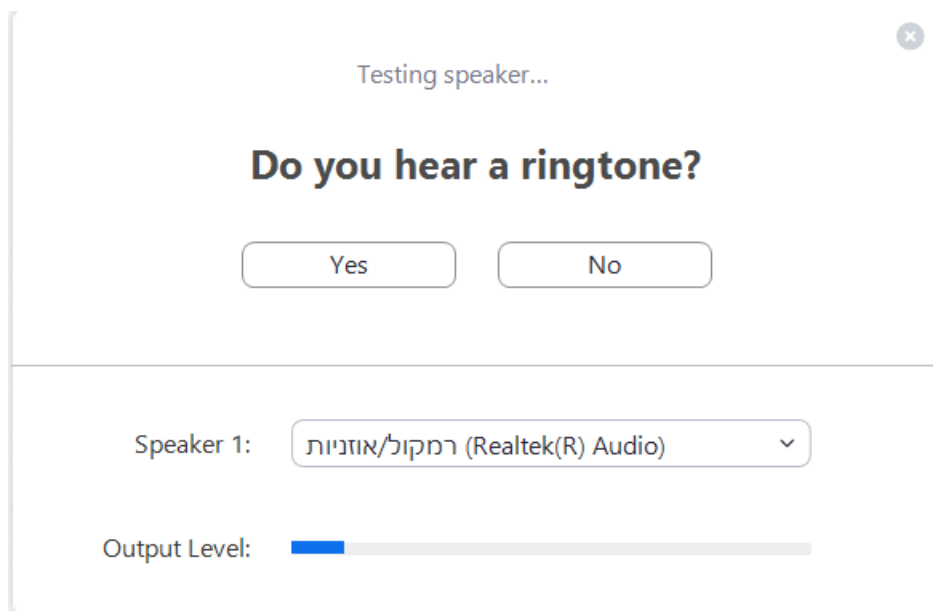
3. Check your computer audio

please click on Test "Speaker and Microphone"



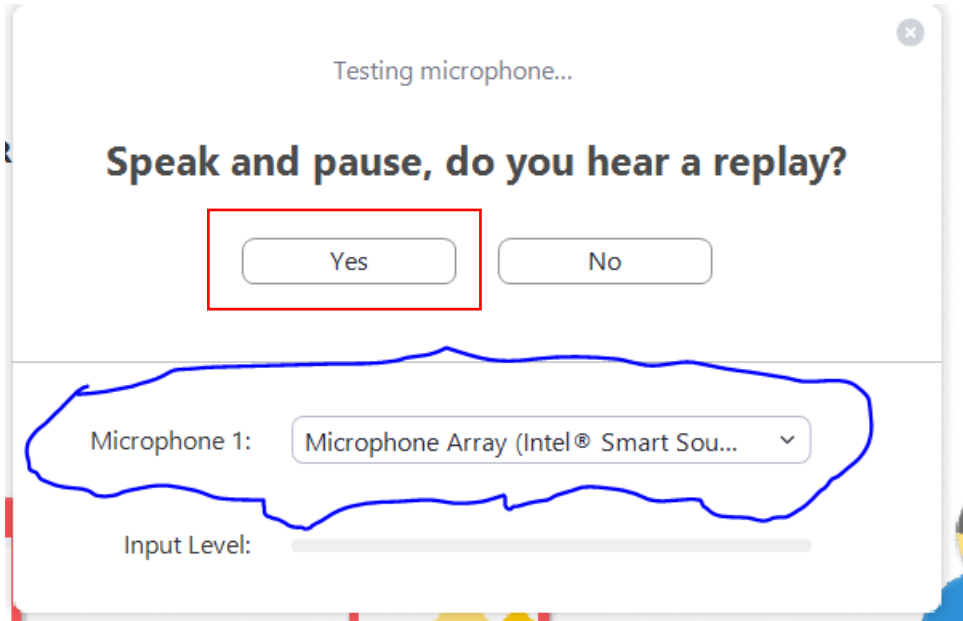
Please test your Speaker

Make sure that you hear sound, if Yes please click on "Yes" if no please check that the correct speakers are chosen.

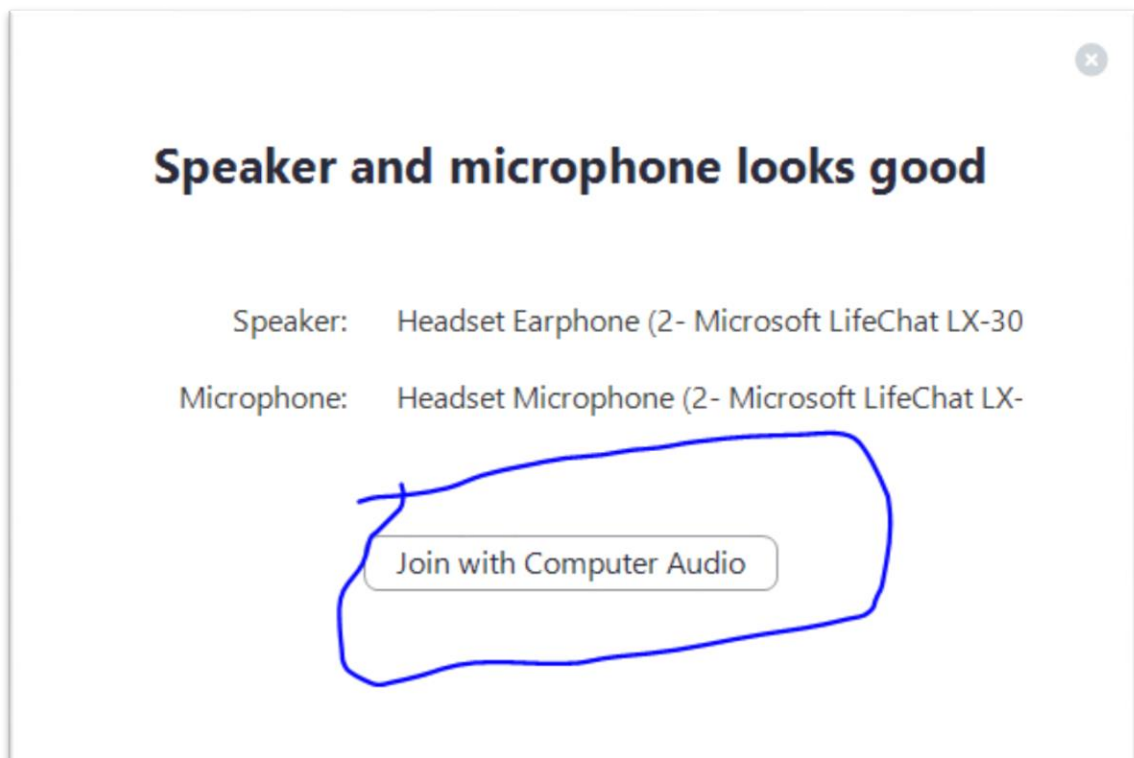


Please Test your microphone:

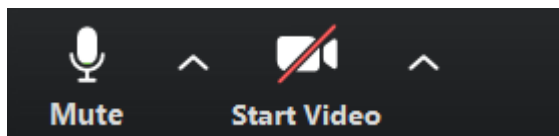
Please speak to your microphone and make sure you hear your self properly
If you don't hear anything, please check that you have chosen the correct
microphone



If you completed all you're the test correctly please click on "**Join with Computer Audio**"

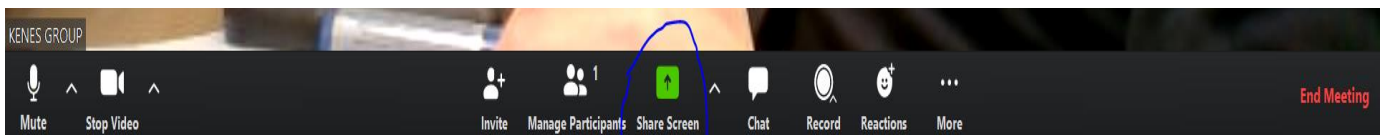


When you talk please make sure that your microphone **is not muted** (when you speak you will see a green indicator on the microphone icon in zoom) and please also enable your video camera:

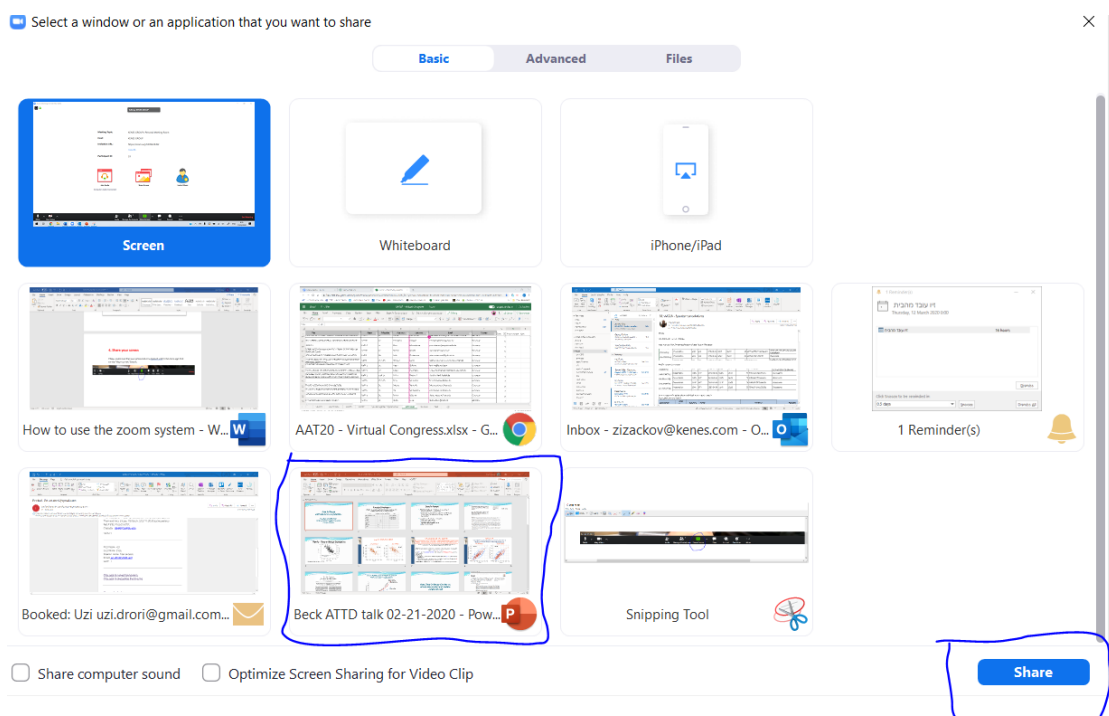


4. Share your screen

Please make sure that your presentation is opened ,and in the zoom app click on the “share screen” button



Find in the list your PowerPoint presentation and click on it, and click share
And start your presentation.



When you finish recording please click on “End meeting”



If You have any questions or issues, please
contact our support:
virtualmeeting@kenes.com

Thank you for help!