

# How to film a video on Zoom



## What You'll Need

- A **Zoom account** (free or paid)
- A **computer or mobile device**
- A **microphone** and **webcam** (built-in or external)
- A **stable internet connection**

## Sign In and Open Zoom

- Open the **Zoom desktop app** (recommended) or go to <https://zoom.us>.
- **Sign in** using your Zoom account credentials.
- If you don't have an account, click **Sign Up Free** and follow the prompts.

## Start a New Meeting

- On the Zoom home screen, click **New Meeting**.
- Choose whether to start with **video on** or **off**.
- Zoom will open a meeting window — you're now in your personal meeting room.

## Check Your Audio and Video

- In the bottom-left corner, click the **up arrow (^)** next to the **Microphone** or **Camera** icons.
- Select your preferred **microphone** and **camera** devices.
- Test them to make sure your sound and video are clear.
- (Optional) Click **Video Settings** or **Audio Settings** for advanced controls (e.g., noise suppression, HD video, virtual background).

## Share Your Screen (Optional)

- If you're creating a presentation, tutorial, or demo:
- Click **Share Screen** on the toolbar.
- Choose the window or application you want to share (e.g., PowerPoint, browser, or entire screen).
- Click **Share**.

- When finished, click **Stop Share** to return to your camera view.

## Record Your Video

- At the bottom of the screen, click **Record**.
- If you're using a **free account**, choose **Record on this Computer**.
- If you have a **Pro account**, you can also **Record to the Cloud**.
- You'll see a small red dot indicating that recording has started.
- Present or speak as you would in your video.

### Tips:

- Look at the camera to appear natural.
- Use good lighting (facing a window or lamp).
- Mute notifications to avoid interruptions.

## Pause or Stop Recording

- To **pause**, click **Pause/Resume Recording** on the toolbar.
- To **end**, click **Stop Recording** before ending the meeting.

## End the Meeting and Save the Recording

- When finished, click **End Meeting → End Meeting for All**.
- Zoom will automatically **convert the recording** to video files (.mp4 format).
- Once done, Zoom will open the **folder location** where your video is saved.

## Review and Edit (Optional)

- The recording folder usually includes: zoom\_0.mp4 – your main video file, audio\_only.m4a – audio file (optional), chat.txt – meeting chat log (if used)
- You can open the video in an **editor** like:
- **iMovie, Windows Video Editor, CapCut, or Splice** for trimming, captions, and enhancements.

## Share or Upload Your Video

- Once your video looks good, you can:
- Upload to **YouTube, Google Drive, or Dropbox**
- Send via **email** or **messaging apps**
- Embed it in a **presentation** or **training course**

### **Quick Tips for a Professional Look**

- Record in a **quiet environment**
- Use **Headphones and a Microphone** for clearer audio
- Ensure **good lighting** (avoid backlight)
- Centre yourself in the frame
- Practice once before your final take