

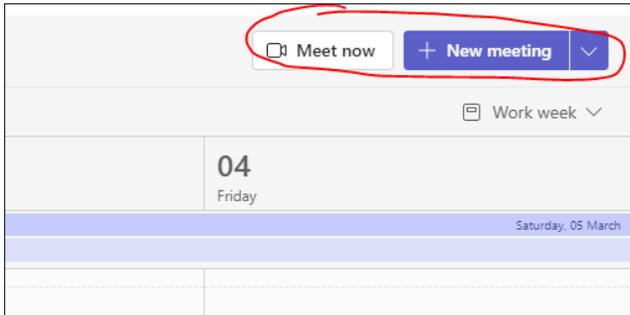
GENERAL INSTRUCTIONS FOR RECORDING THE VIDEO VIA TEAMS AND ZOOM

Recording a video with Teams (only possible with an institutional account)

1. In the upper right corner in the “General” channel of any “team” (also from the “Activity” view) or from the “Calendar” view, click on “Meet now”.

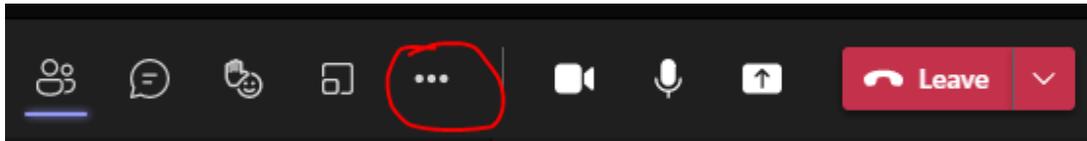


Starting a new meeting from an existing “team”

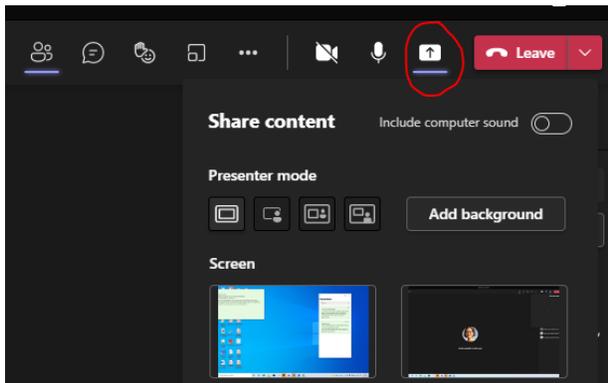


Starting a new meeting from the “Calendar” view

2. Be sure to activate your camera and microphone.
3. Click on “More actions” (the three dots) and then click on “Start recording”.



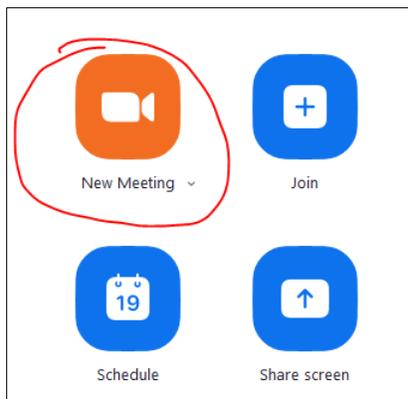
4. When you are ready to display your visual aid, share your screen or a window.



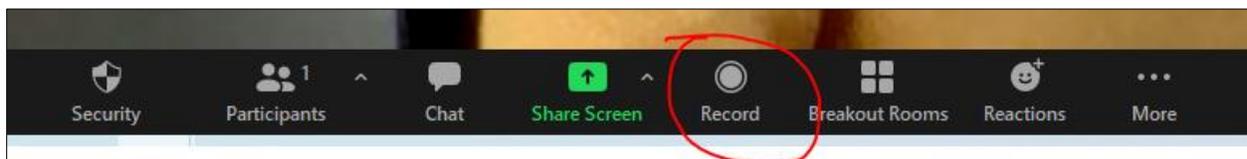
5. When you have finished recording, click on “More actions” again and select “Stop recording”.
6. The recording will be saved in the meeting chat and can be downloaded to your computer.

Recording a video with Zoom (only possible with a personal account)

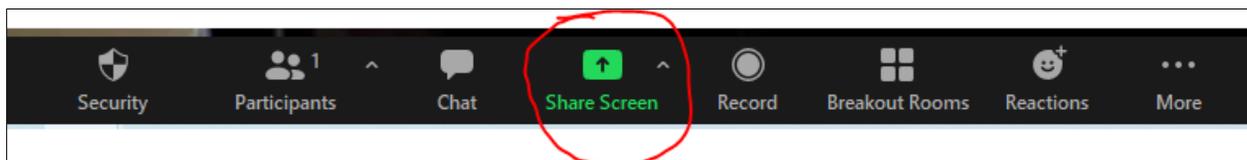
1. In the Zoom application access your account and start a “New Meeting”.



2. Be sure to activate your camera and microphone.
3. Click on the “Record” button located on the right side of the action bar in the bottom of the meeting window (or possibly located in the upper left of the window).



4. When you are ready to display your visual aid, share your screen or a window.



5. When you have finished recording, click on the “Stop Recording” button, in the same location as the “Record” button .
6. Click “End Meeting”.
7. The link will be sent to you by email and/or will be saved in the chat folder (which automatically opens when you end the meeting).