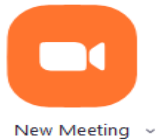


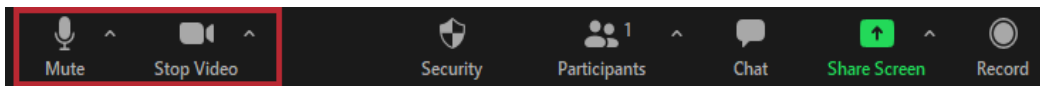
Article D - How to Guide for Pre-Recording a Video

Pre-recording via Zoom

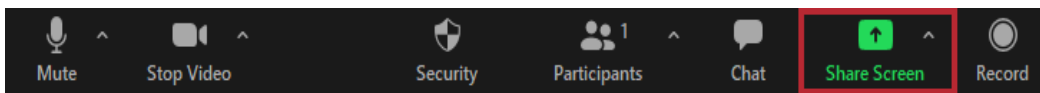
- Create a free Zoom account at <https://zoom.us>
- Install and open the Zoom application on your computer
- Click on the "New Meeting" button to start a meeting



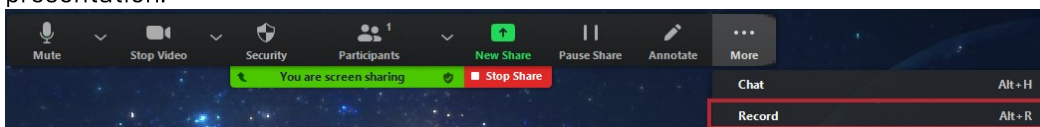
- Refer to the toolbar at the bottom of the meeting window. Ensure both your audio and video are connected to the meeting.



- Click on "Share Screen", and select your presentation slides to be flashed on the screen



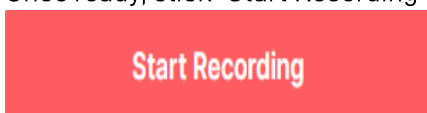
- Look for the toolbar which should now be at the top of your screen. Move your mouse around the area if there isn't any bar. Once ready, click on "More" > "Record" to start your presentation.



- Upon completion, end the meeting. Zoom will compress the recording and save a copy in your computer

Pre-recording via LOOM

- Create a free Loom account at <https://www.loom.com/>
- Install and open the Loom application on your computer
- Select "Screen+Cam", and set your screen, microphone and camera.
- Once ready, click "Start Recording" at the bottom of the app



- After stopping your recording, you will be redirected to Loom's website to view/download the recording. It may take a few minutes for the download button to light up.

