ONLINE **ICRC 2021**
THE ASTROPARTICLE PHYSICS CONFERENCE
Berlin | Germany

37th International
Cosmic Ray Conference
12–23 July 2021

Conference Office   icrc2021@desy.de
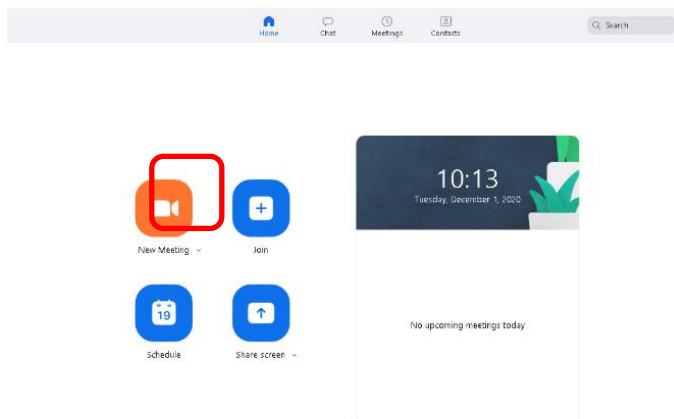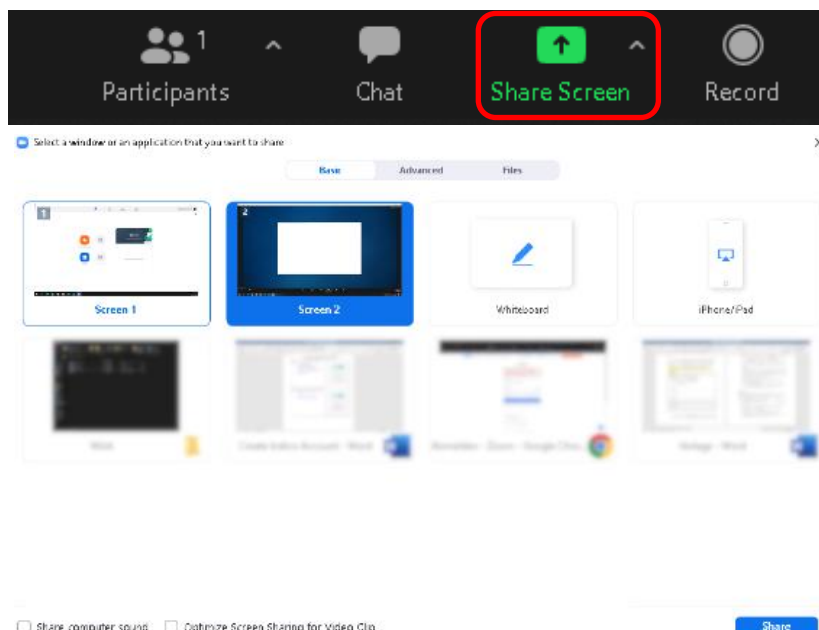Webpage   icrc2021.desy.de

How to record your talk with Zoom

Zoom is one of the most used online meeting services worldwide. You can download Zoom via the following link: https://zoom.com/download
It is possible to record a talk using a free account, though you should check whether you already have access to Zoom via your institution.

Step 1

To record a talk open Zoom and set up a meeting. You can do this by clicking the "New Meeting" button on the main page. You have now started a "meeting" with yourself as the only participant.

Step 2

Once your meeting is set up, start to share your screen by clicking the "Share Screen" button at the bottom of the window.
This will open up a new window. Here you can select which screen you'd like to share (if you're connected to multiple monitors), a specific application that's currently open (like Word, Chrome, Slack, etc.), or a Whiteboard.
Once you have chosen one, click the "Share" button on the bottom-right corner of the window.
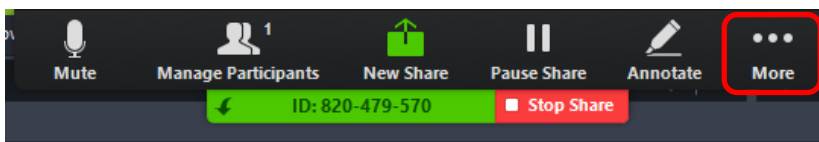
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(It is recommended to simply share your main screen if you are new to this process).

Step 3

Now prepare your scene. Make sure your slides are ready to go and that you are unmuted.

Step 4

Start a recording either by using the "Alt+R" shortcut on windows, or by clicking the "more" button in the menu bar on the top of your screen and selecting "Record" from the drop-down menu. Zoom will now start a recording.

Step 5

Now hold your talk and when you are finished, end the recording by using the same shortcut or button, you used to start the recording.

Zoom should automatically output an .mp4 file, that you can upload directly to Indico.

For additional information information on the functionalities of Zoom visit:
https://support.zoom.us/hc/en-us

Tip: Make a short test recording and check whether everything looks and sounds to your liking before holding your talk. Check your recoding for quality and stay within the allocated time.