Continuing Medical Education
CONFERENCE PLANNING SERVICES

This guide has been created for you by UF Continuing Medical Education – Conference Planning Services.

UF CME offers full planning services for your in-person or virtual event.

Visit cme.ufl.edu/planning-services/ for more information or to contact us. We'd love to see how we can help!

PRE-RECORDING YOUR LECTURE

Open your personal meeting room

Under "Profile", locate your Personal Meeting ID and start a meeting.

Record Your Presentation

1. Open your presentation in another window and share your screen using "Share Screen" from at the bottom of the Zoom Toolbar
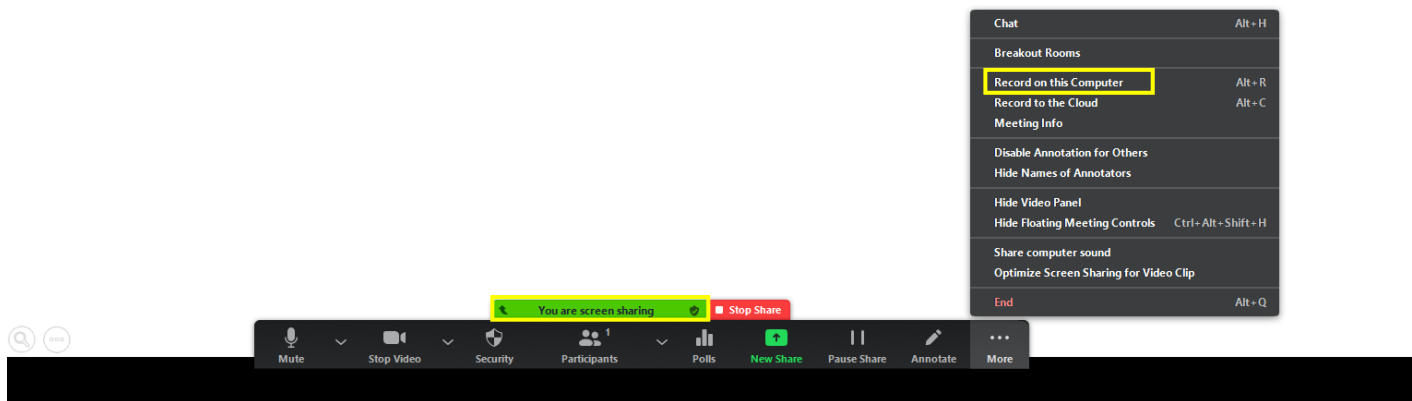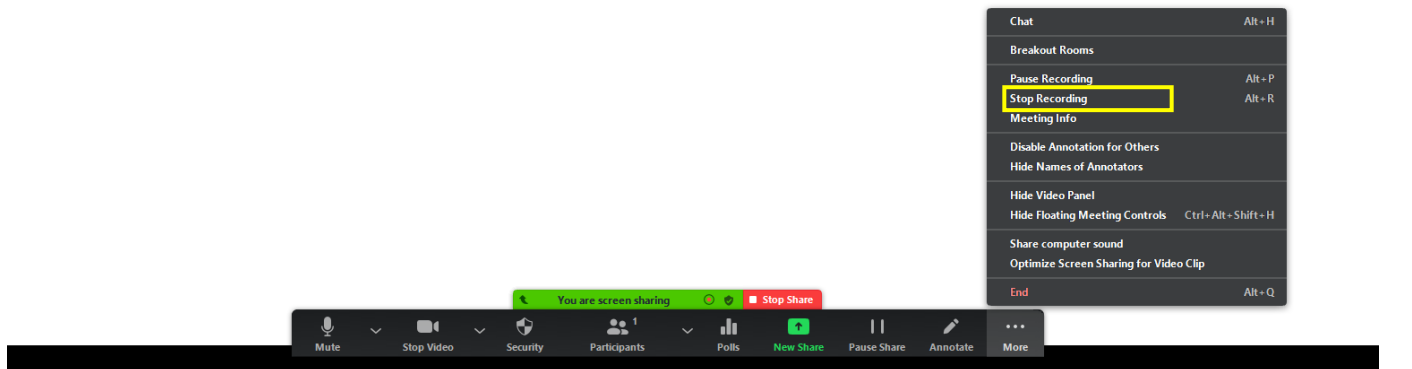
2. Confirm you have started screen sharing (as indicated by "You are screen sharing" in green at the bottom of your screen)
3. Make sure your video appears in the corner of the screen (this video feed will also be recorded).
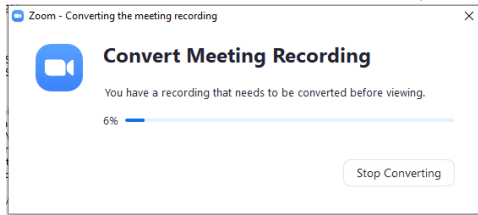4. Select the "…" in the toolbar, and select "Record on this computer"
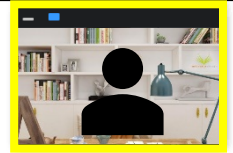
5. When you finish your presentation, click the "…"and select "Stop Recording"
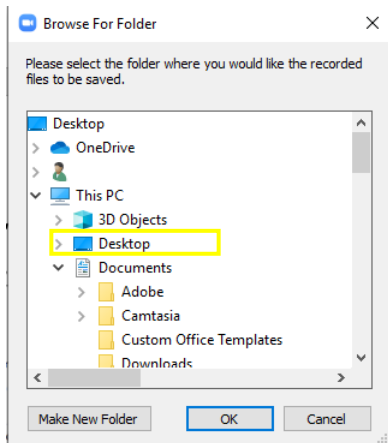
6. Once you select "Stop Recording", you may Stop Share, and end meeting. Upon ending the meeting, you should have a pop-up that shows your meeting is being converted for viewing:

7. Wait for the video to finish converting, and select the location on your computer where you would like to save the file.

8. This file can now be sent to the conference organizer for playback during the conference. The best way to send large video files such as these is through a file transfer platform such as DropBox, Adobe Document Cloud, or Google Drive.