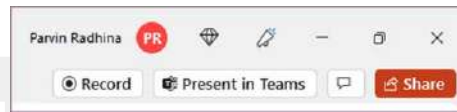
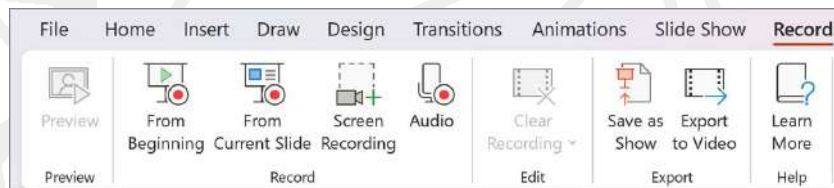


HOW TO RECORD A PRESENTATION: Microsoft 365 for Windows

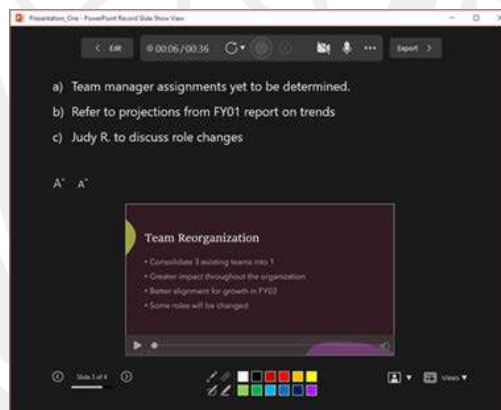
You can start by selecting the Record button in the right corner



Or you can also record by selecting one of the options in the Record section of the Record tab.

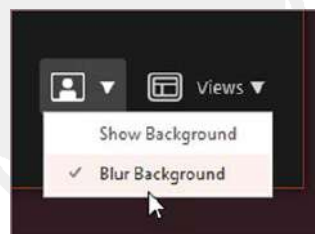


If you have notes in your presentation, they're turned into text at the top of the screen so you can read them as you record.



There are several options you can use when you record a presentation. You can turn your camera and microphone on or off by selecting the icons at the top. To change your camera or microphone, choose Select more options [...] icon.

In the Select the camera mode menu, you can select Show Background or Blur Background.



You can also change the layout in the Views menu to switch between Teleprompter, Present View or Slide View.

Once you're ready, select Start recording and a countdown will begin.

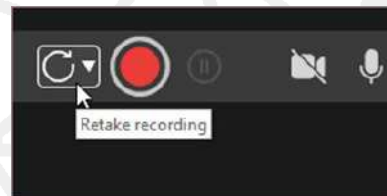
HOW TO RECORD A PRESENTATION: Microsoft 365 for Windows

Use the onscreen laser, colored pens, or highlighters in the tray below markup slides and it'll record as well.

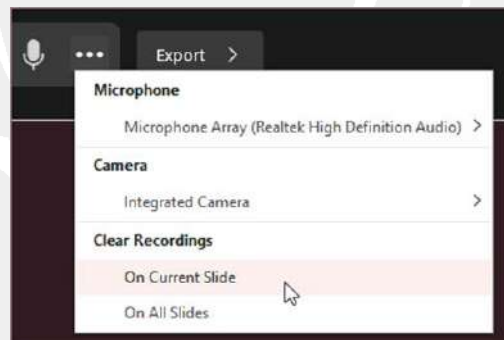
To record narration for a specific slide, use the previous or next arrows. But **REMEMBER**, narration won't record during slide transitions so let play first before you start speaking.

Pause the recording as needed or select Stop if you're done.

To review the video, select the Play button. If you are not satisfied with the result, select Retake recording to redo it again.



To Clear recording, choose the Select more options icon and then got to Clear Recordings > On current Slide or ON all Slides. This will clear narration, video, and inking.



When you're finished, select Export > Export video.

After you export the video, you can view the video selecting View and share video.

