

How to Record PPT Presentation as a Video?

Example with Microsoft Office 2019

Step 1: select **Slide Show > Record Slide Show**

Step 2: choose from two options:

- **Record from Current Slide**
- **Record from Beginning**

Step 3: when ready, select **Record** and start presentation/speaking

Step 4: manage your recording:

- **Pause:** to pause a recording
- **Stop:** to end a recording
- **Replay:** to replay a recording
- **Pen, Highlighter, Eraser:** use the pen, highlighter or eraser tools to mark up your presentation/recording

Step 5: remove your recording: select **Clear** and choose from options

Step 6: save a recording as a video: select **File > Export**

- Save your recording in **MP4**

Step 7: email your recorded presentation video to your Session Chairs