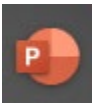




Recording Your Screen

PowerPoint Desktop Application (Office 365 for Windows)

Note: To capture your screen with PowerPoint you must have the PowerPoint desktop application installed on a computer running Windows 10. The screen record functionality is not currently a part of the online PowerPoint application or the MacOS version of the PowerPoint desktop application.

1. Locate PowerPoint.



- i. Click  to open the start menu. Scroll down the list of available programs until you get to P and select PowerPoint.
- [or]
- ii. Click  in your taskbar and search for “PowerPoint”. It should be the first result.

Note: If you cannot locate PowerPoint on your computer you will need to install it. Please see the guide I have provided on installing Office 365 desktop applications.

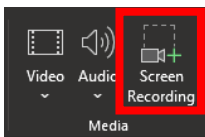
2. With PowerPoint open, create a new **Blank Presentation**.

3. [Optional] Remove all existing textboxes from your first slide.

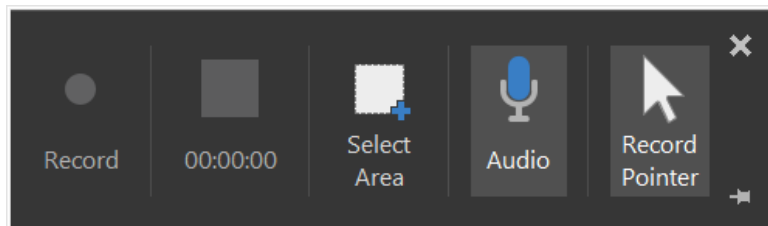
4. Click the Insert tab.



5. Locate the Media Group and click Screen Recording.



- ### 6. The screen will fade and a screen recording tool bar will appear at the top of the screen.



7. Ensure that **Record Pointer** and **Audio** are selected as in the image above.
8. Click on **Select Area** to define an area of the screen to record.
 - i. Your cursor will become a crosshair targeting reticle.
 - ii. Click and drag a box around the area of the screen you wish to record.

Note: In most cases you will want to drag a box around the entirety of your primary monitor.

9. Click **Record**.
10. When you have finished your recording, you must stop the recording process.
 - i. [Option 1] Using your keyboard press **⌘ + Shift + Q**
 - ii. [Option 2] Move your mouse to the top of the screen, wait for the recording tool bar to appear, and click **Stop**.
11. The video you just recorded will now appear on your slide. You should test it to ensure that it recorded correctly.

12. Save a copy.

- i. Right click on the video.
- ii. Select **Save Media as...**
- iii. Save the video to an easily accessible location on your computer.

