1. Sign in to Zoom and start a meeting.
2. Click “Share” to share your screen.
3. When choosing your share content, look for layout options and select speaker and screen side by side, half and half layout (you might find it under Advanced – Portion of screen – layouts), click share.
4. You may now see your shared screen in a big window and yourself in a minimized window as a participant. First, make sure your power point is in slide show. Then, click the arrows at top right to “show full meeting window”.
5. Now you may see your screen has two windows, one is “Meeting” and one is “My screen”. You can choose either window at your preference during your presentation, the recording will automatically be “My screen” which shows the split view.
6. When you are ready for your presentation, click “record”.
7. After your presentation, click “stop record”, then click “end meeting for all”.
8. A popup window will indicate “converting meeting recording” a mp4 file has been generated.