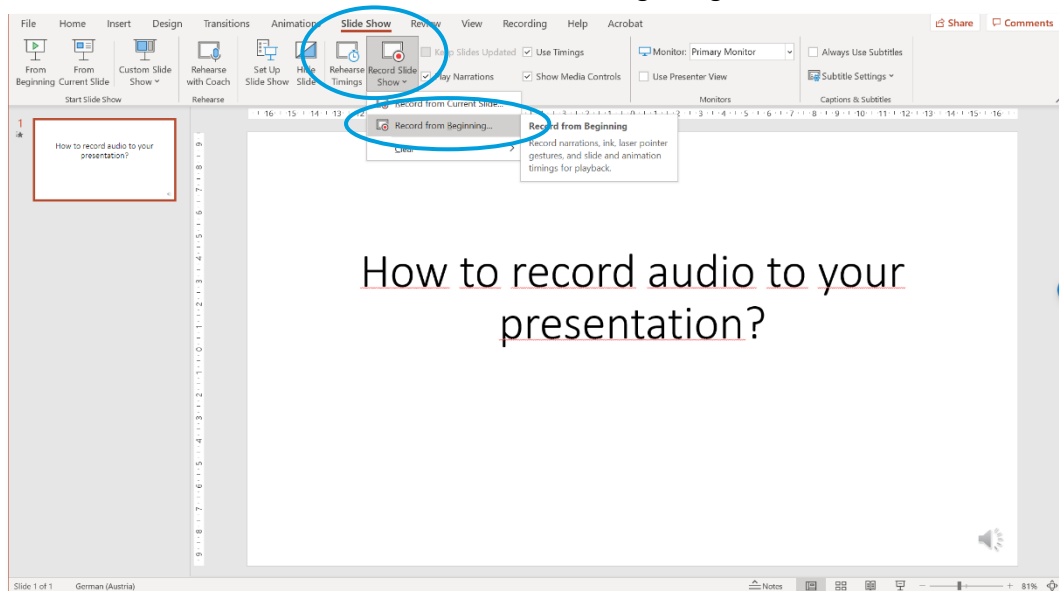


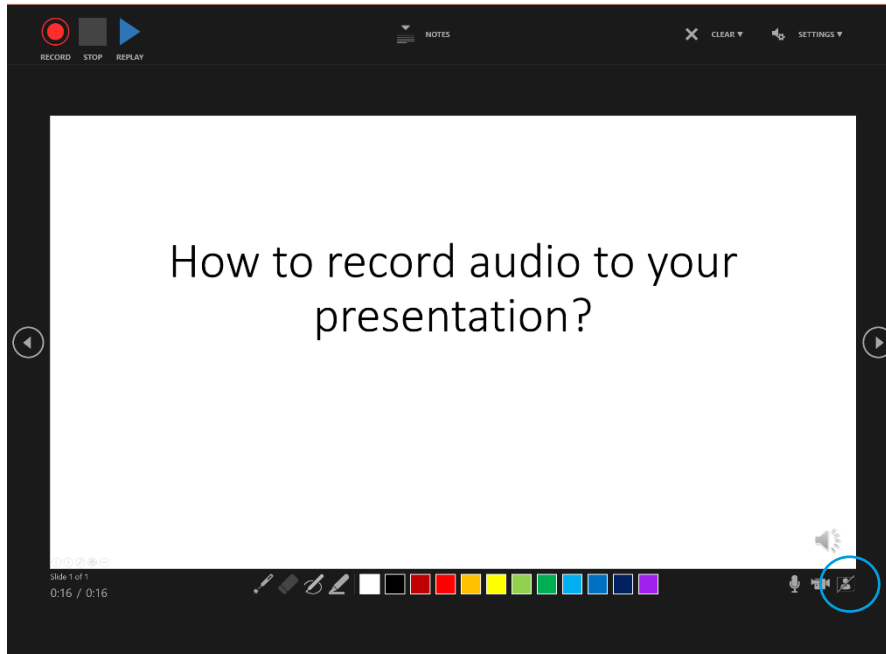
Tips and instructions for recording your presentation with audio for MS PowerPoint 365

Here you will find a quick guide and helpful information for adding recorded audio to your presentation.

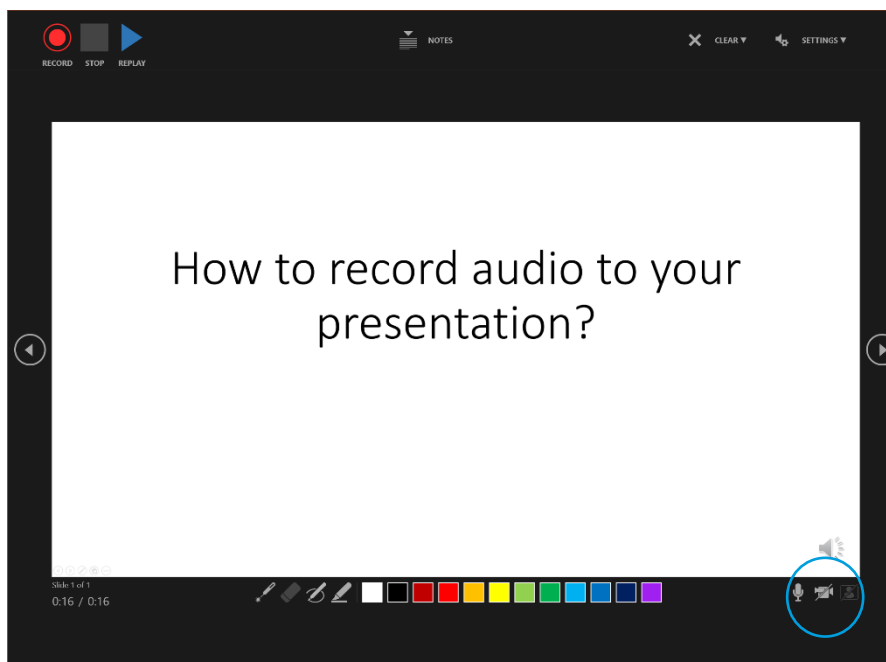
1. **Sound:** Test your recording microphone beforehand. We recommend using a headset or earphones with microphone so that all viewers can hear you well.
Please note: sound corrections can only be slightly optimized by us afterwards.
2. Please open your prepared PowerPoint presentation. Go to the "Slide Show" tab and click on "Record Slide Show" and then on "Record from the beginning ..."



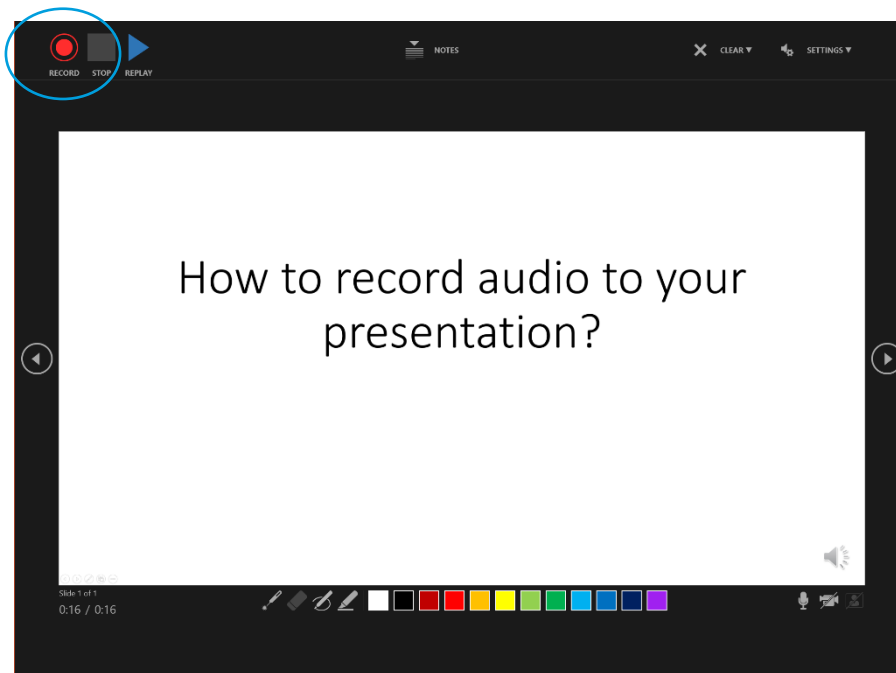
- The recording window now opens. Deactivate the camera if necessary.



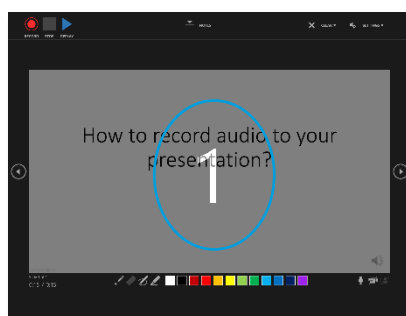
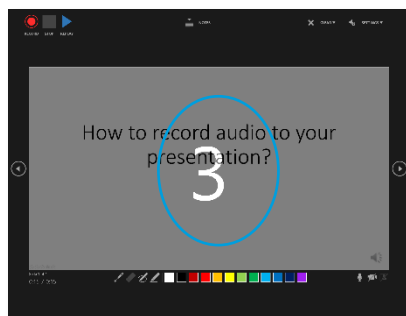
Deactivate the camera preview.



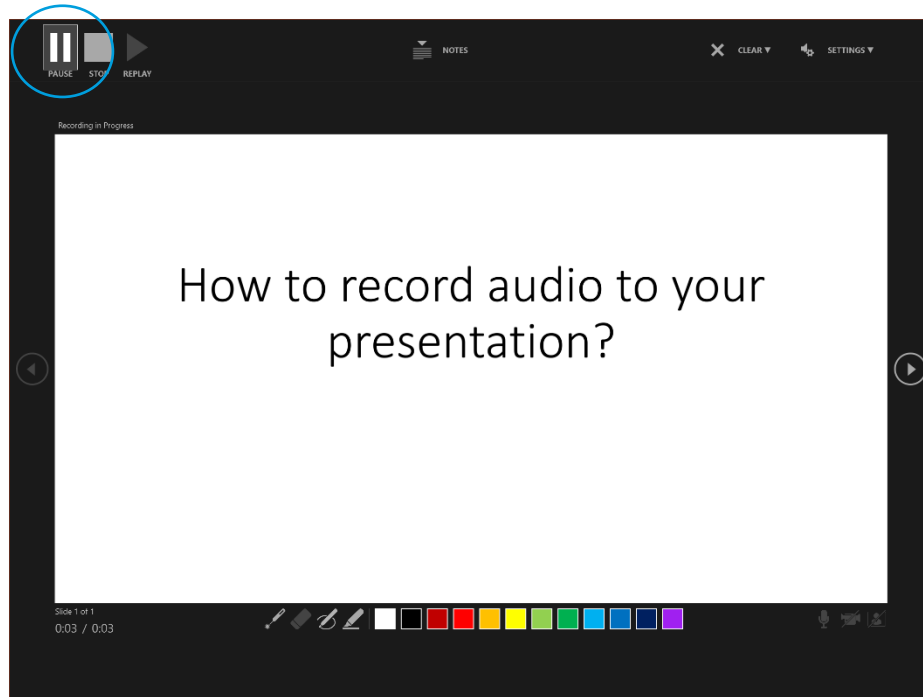
4. Make sure your microphone is set to high volume and that you have all the necessary notes on hand. You are ready? Then click on “Record”.



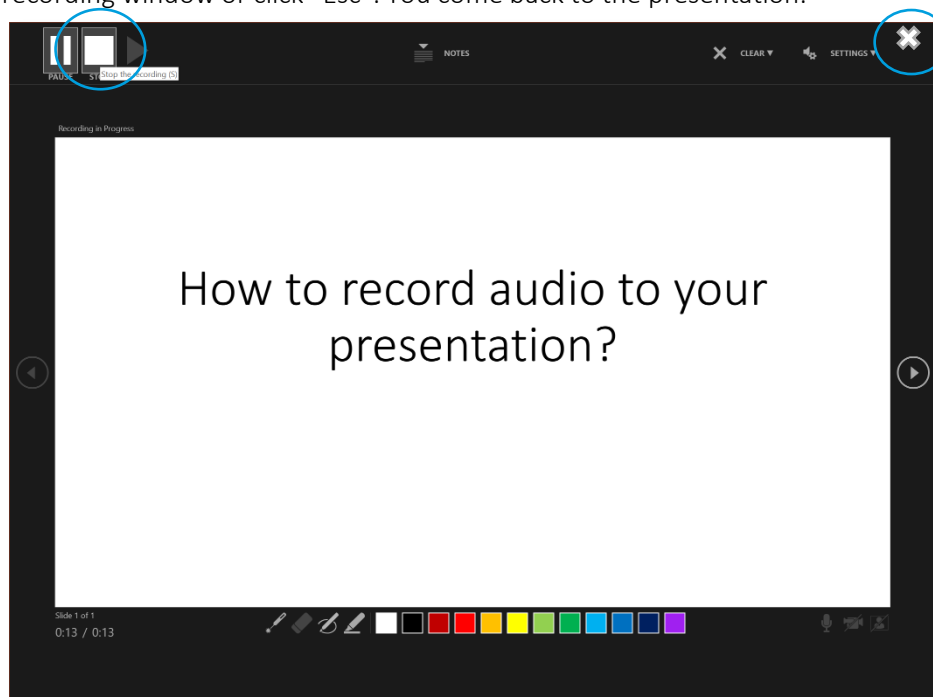
5. There is a countdown of 3 seconds.



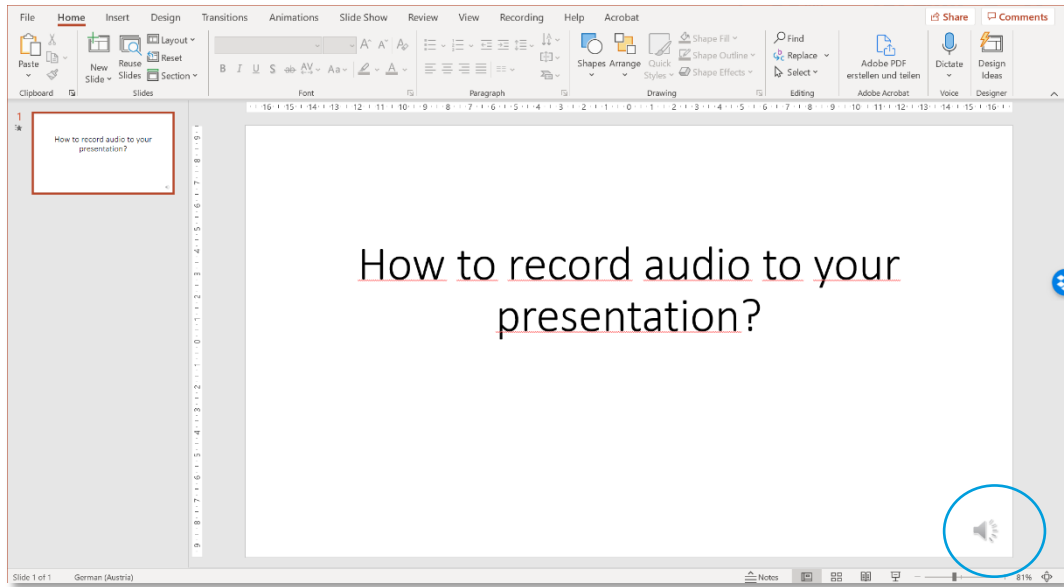
6. The pause button shows you that the recording is running.



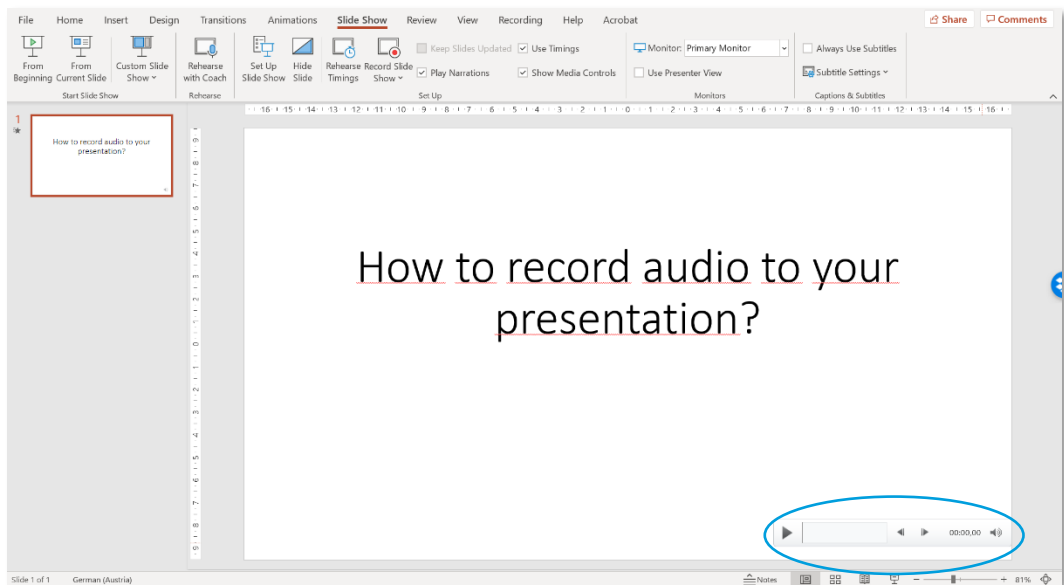
7. Once you are done with the presentation and want to stop recording, click “Stop” and close the recording window or click “Esc”. You come back to the presentation.



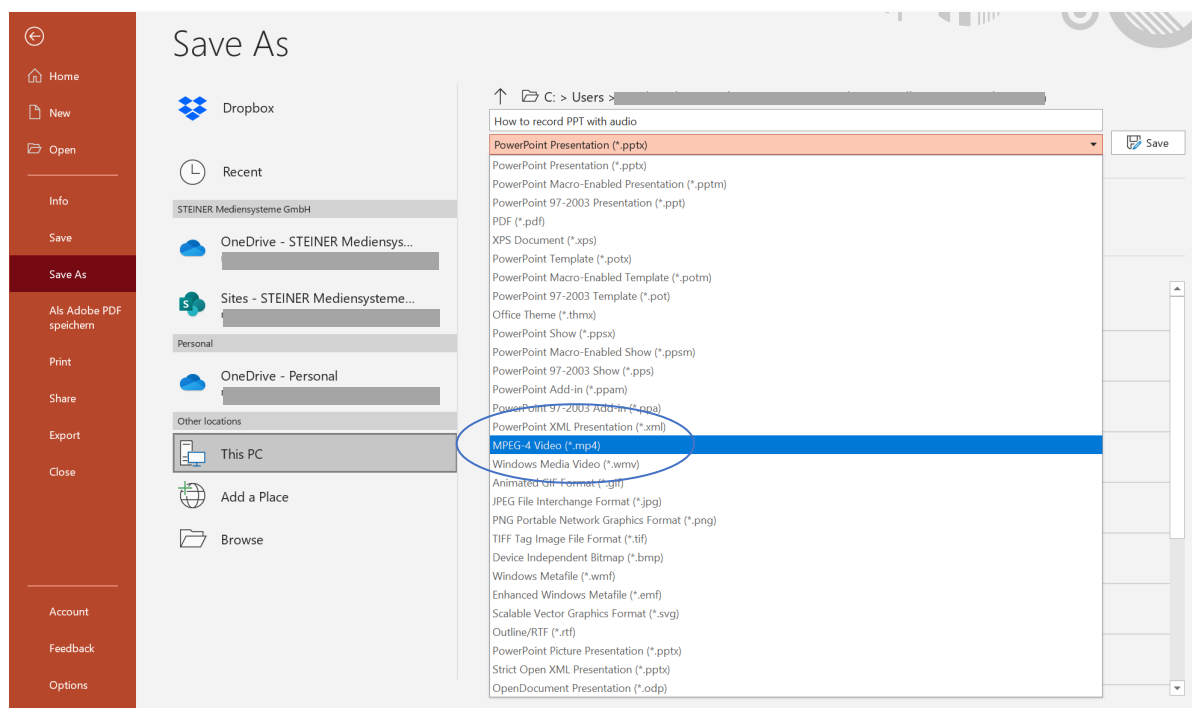
8. The loudspeaker symbol shows you that there are recordings for the slides.



9. You can play back the recording directly on the slide.



10. Once you are finished, save the file with your name and presentation title in the MPEG4 video format (*.mp4): presentationnumber_firstname_surname.mp4 (for example 01.1_John Smith).



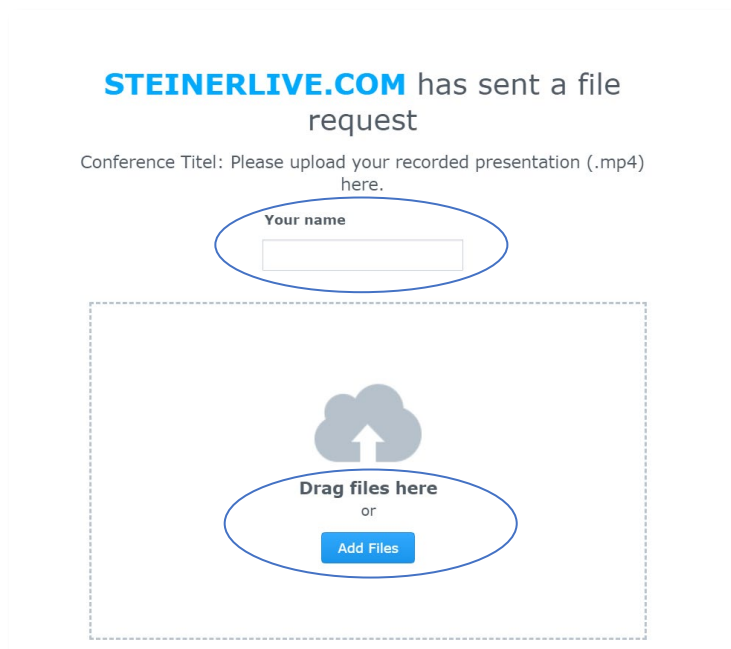
11. Transmission of the video recording to STEINERLIVE.COM

12. Open the following link to upload your video file:

○ Link: <https://steinerlive.cloud/sharing/2n5GWAx6m>

13. Enter your full name in the field and select the video.

Make sure the file is named as follows: presentationnumber_firstname_surname.mp4 (for example 01.1_John Smith).



14. Clicking on “Upload” will upload your video file.

STEINERLIVE.COM has sent a file request

Conference Titel: Please upload your recorded presentation (.mp4) here.

Your name

Max Muster

How to record PPT with audio.mp4

+ select files for upload

Uploaded 0/1 files

Upload

15. As soon as the green tick appears, the file has been uploaded successfully and you can close the window

STEINERLIVE.COM has sent a file request

Conference Titel: Please upload your recorded presentation (.mp4) here.

Your name

Max Muster

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+ select files for upload

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Upload