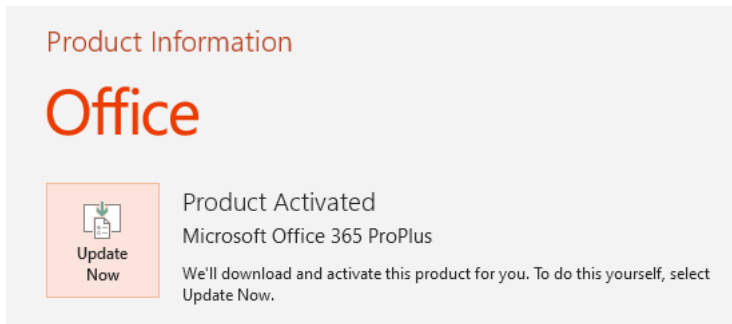


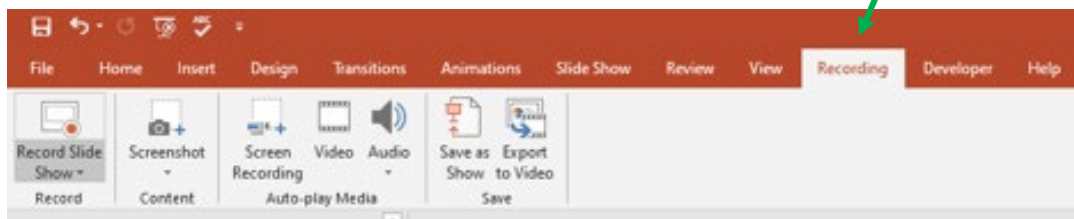
Recording Video and Audio Simultaneously in PowerPoint

These instructions outline how to record video and audio at the same time in PowerPoint from Office 365. The feature of recording video is not available in PowerPoint 2016 or earlier.

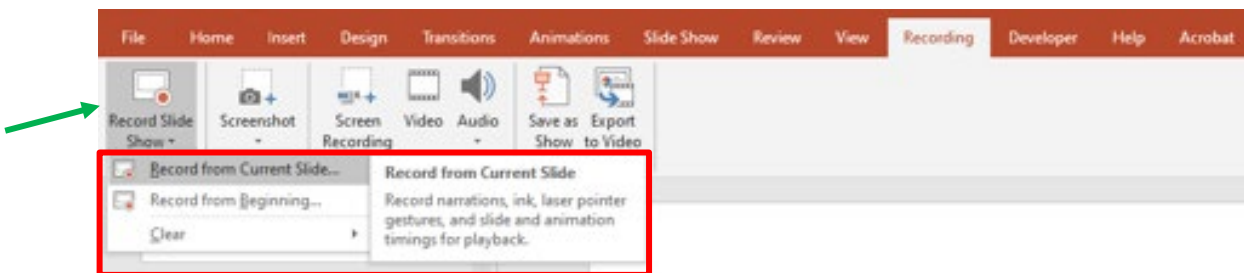
1. Verify you are using PowerPoint from Office 365.
 - a. Click **File** and then click **Account**.
 - b. Look at **Product Information** to verify your version of Office.



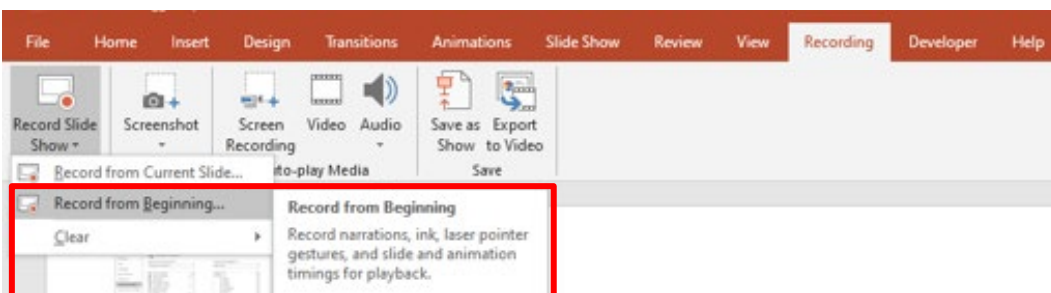
- c. Contact UAMS IT if you need access to Office 365.
2. In PowerPoint, click the **Recording** tab.



3. Click the **Record Slide Show** button.
 - a. Option 1 is **Record from Current Slide**

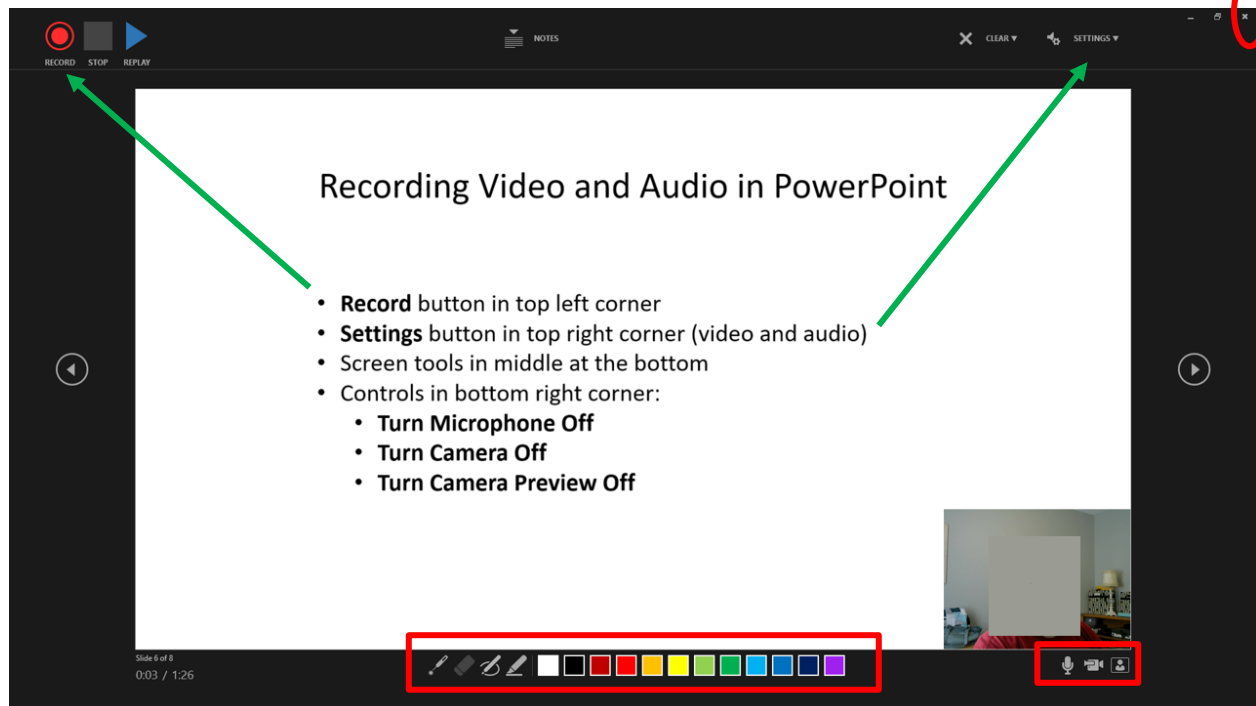


- b. Option 2 is **Record from Beginning**



Recording Video and Audio Simultaneously in PowerPoint

- Click the option you want to use – the recording screen will open.



- Familiarize yourself with the buttons and features.
- Click **Settings** to select the microphone and camera available on your computer.
- Click **Record** to begin.
 - During recording, click through each slide and record video/audio where needed.
- Click **Stop** to end recording. PowerPoint will place the video/audio window on each slide you recorded.
- Click **Escape** key on your keyboard to return to PowerPoint file. You can also click the **X** in the upper right corner.
- Review the presentation and edit or delete video/audio as needed.
 - The video window can be moved to any location on the slide.
 - It can also be made larger or smaller if needed.

Remember to contact UAMS IT if you need access to Office 365

For additional help with preparing online lectures, visit the [Online Lectures](#) section of the [Teaching Resources](#) website from the [Office of Educational Development](#).