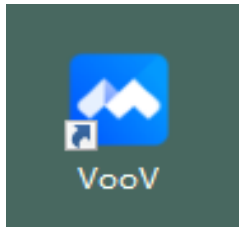
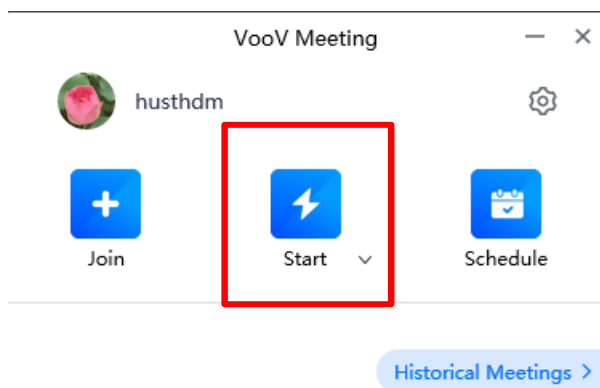


Guidance for recording oral presentation on Voov

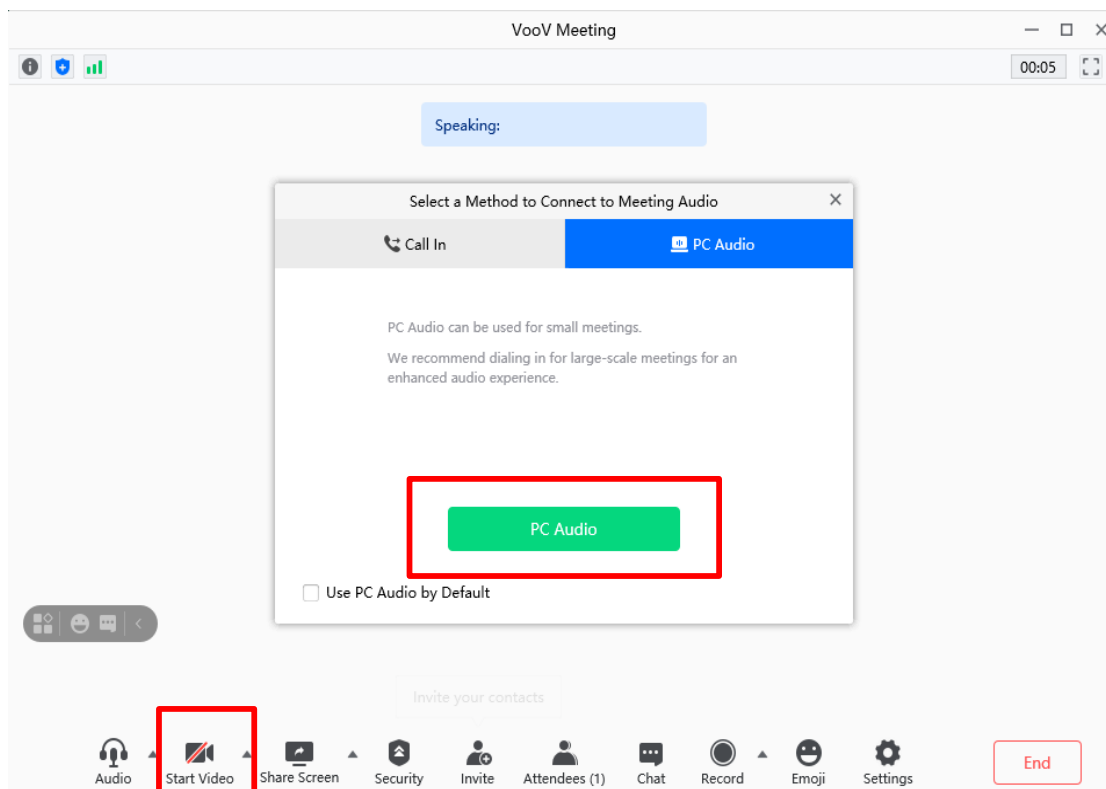
1. Open Voov meeting and log in with your account and password.



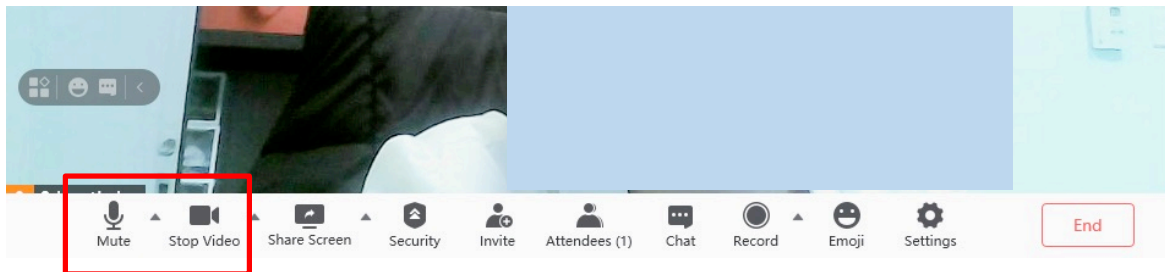
2. Click **Start**.



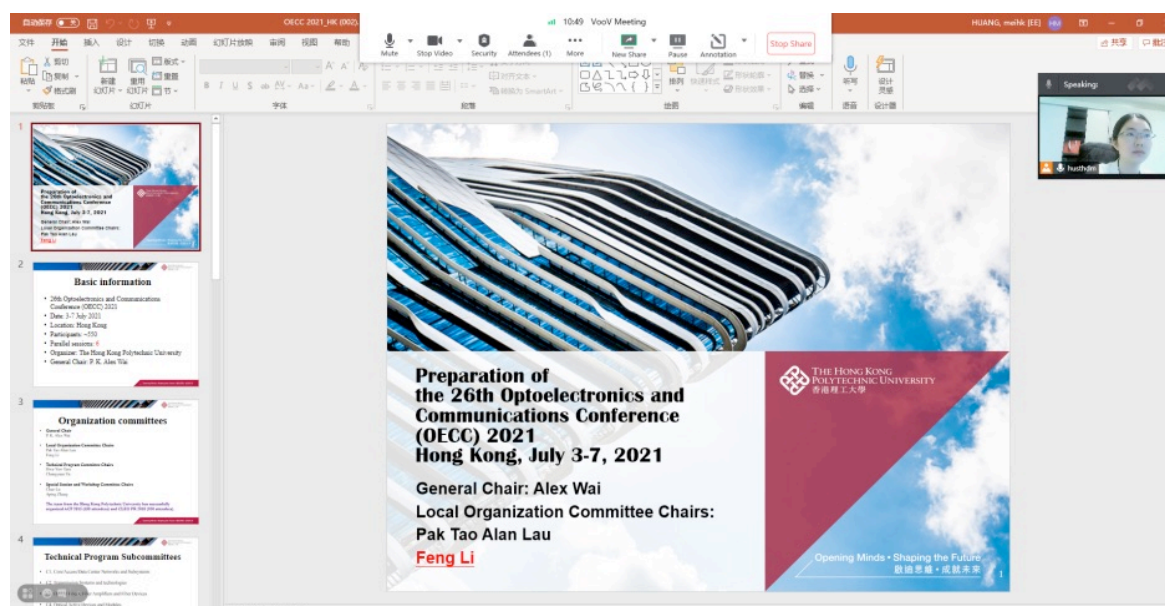
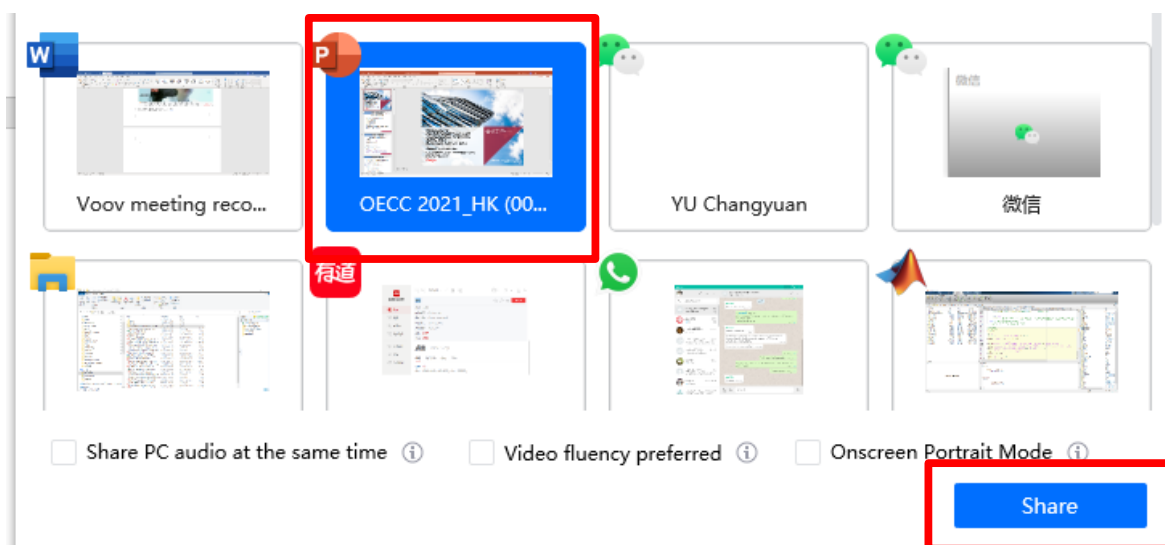
3. Click **PC audio** and Click **Start video**.



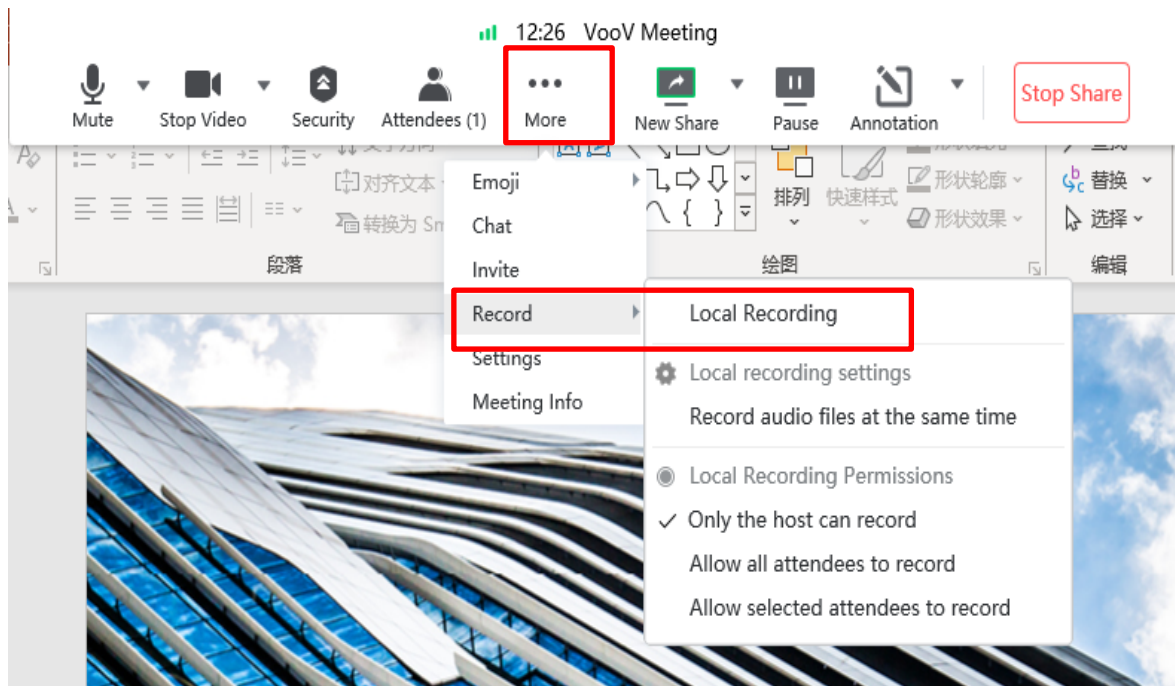
4. Make sure the speaker and the camera are **open**.



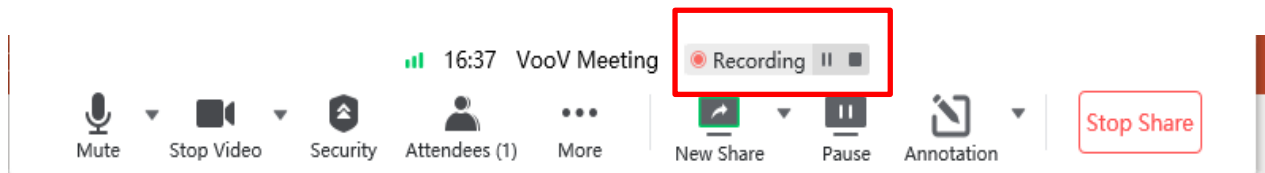
5. Click **Share Screen** and **choose the PPT** and Click **Share**.



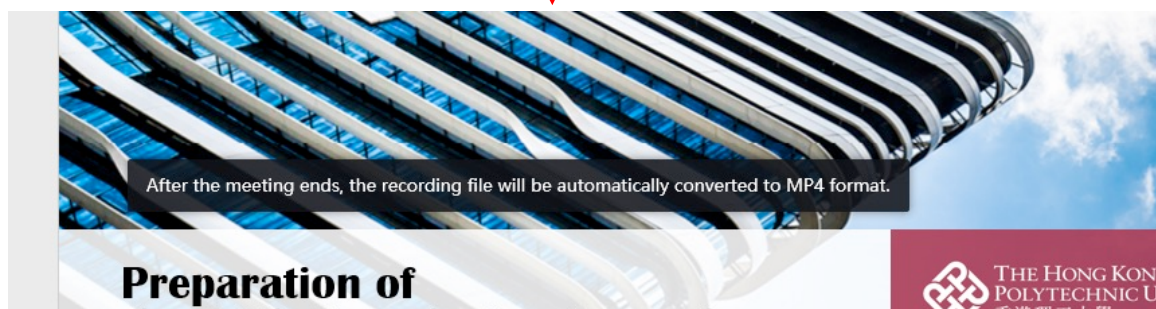
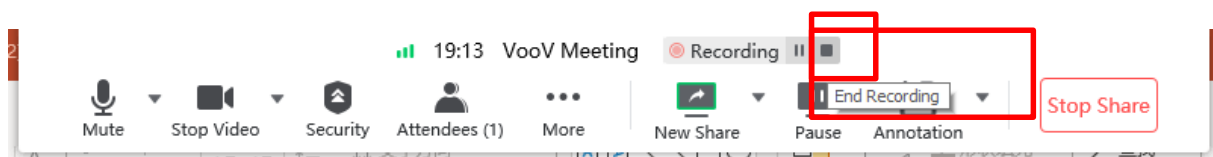
6. Click **More** -> choose **recording** -> **Local recording**.



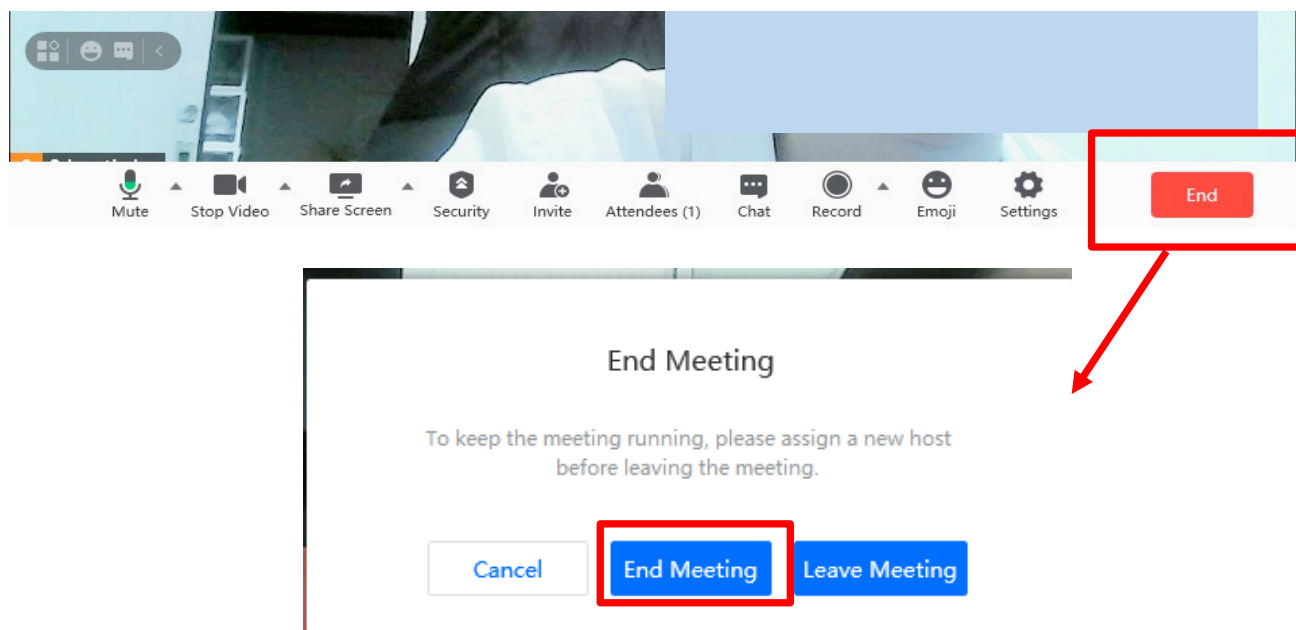
7. It starts recording highlighted in the red box. Then you can start present your PPT.



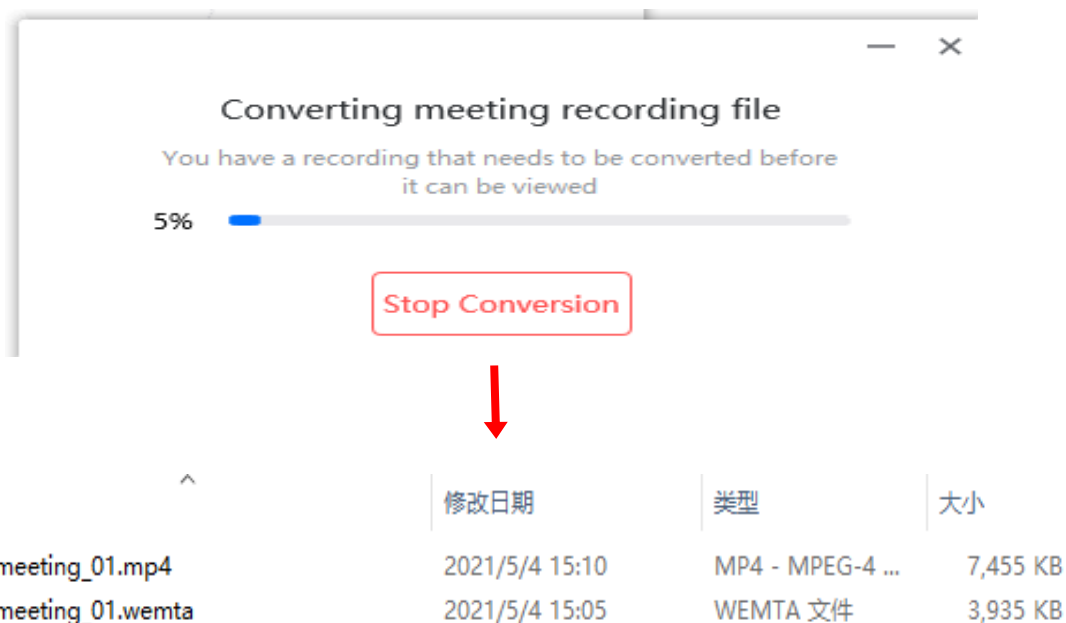
8. When you have completed your talk, Click **End Recording**.



9. Click **End** -> **End Meeting**



10. After the completion of the converting process, you will get the recorded video.



11. **Check the quality** of video and **Rename it** as the format: Oecc_session number_name (e.g. Oecc_s1_Huajjian LUO).