

How to set up a Vimeo account

1. Go to the [Vimeo website](#) and click 'join Vimeo'
2. Add your email address and then follow the online steps. Having a Vimeo account is required to use Vimeo Record, but this is a free service and you are not required to enter credit/debit card details at any point

How to download Vimeo record

1. Using google chrome, visit the [Vimeo Record website](#) and click 'get started for free'
2. Click 'add to chrome' and if a pop up appears, click 'add extension'.
3. A new tab will open. Click the extensions icon, which looks like a puzzle piece, in the toolbar as directed and then select 'Vimeo record'.
4. Another pop up will then appear asking you to give access to your camera and microphone, please click 'allow'. You are now able to start recording.

How to use Vimeo record

1. Each time you want to record, click the blue Vimeo icon which is pinned to your taskbar.
2. If you want to share your screen and have a video of yourself talking to the audience simultaneously, please ensure the 'both' feature is selected next to the screen and camera options.
3. Click start recording.
4. To share your slides, select 'application window' and choose the window which your presentation is open in.
5. Click 'share'.
6. When you have finished recording, click the red, square stop button next to the window showing your camera.
7. To save your video, log into Vimeo if you haven't done so already.
8. Once you are logged in, your video will automatically save. Give it a title and save the video. It will be stored on your Vimeo account for future use. Please then download a copy of your video and send it to events@rcem.ac.uk via www.wetransfer.com, a free file sharing site. Please note, if you just send us a link to your presentation we will not be able to download it.