

Windows 10 comes with a Webcam recording app named Camera.

To use the Camera App to record a Self Video, do the following:

Step 1 – Launch the Camera App

- Type “Camera” in the Windows search box on the taskbar typically at the bottom of the screen.
- The Camera App should show up as one of the available options to select. (It will probably be the “Best Match”.) Select that App to start it.
- When it successfully finds your webcam, it should start by showing you a real-time capture screen showing the video from your camera.

Step 2 – Configure for a New Recording

- Along the right-hand side of the Camera App window, there will be a vertical column of icons. The icon at the top should be one that looks like a stylized video camera (a box with a triangle representing a lense on the right-hand side.) Make sure that icon is selected so that you record a video instead of taking a still picture.
- If your system has multiple cameras available, you may need to select the icon at the very upper right-hand side of the Camera App to cycle through the available cameras until the video/image you see is the one from the camera you want to use.

Step 3 – Start your screen recording

- The same button/icon you used to make sure you were in video recording mode is the button you will use to start a recording. Click on that icon (the one that looks like a stylized video camera) and this will start your recording.
- You can go ahead and do/say what needs to be done/said in your video

Step 4 – Stop your screen recording

- The button you used to start the recording will have turned into a red circle with a white square in the center. This will be your recording stop button. Press that button to stop your recording when you have finished.

Step 5 – Review your screen recording video

- Once you've pressed the stop button, an image should appear in the lower right-hand corner of your Camera App window that shows a single image from your recording.
- To review your recorded video, click on that image and the recorded video will show up in a video player.
- Do not press the play button on the viewer. Instead, in the upper right-hand corner, you should see a button that is simply labeled with three dots (...). Press that button and choose the *Open folder* menu option that shows up.
- This will open up the Windows File Manager open to the folder in which your recorded video(s) are being stored. The folder will be something like:
C:\...\Pictures\Camera Roll.
- The file will be named something like: WIN_20250508_12_16_39_Pro.mp4. With the date and time of the recording embedded in the file name.
- You can close the Camera App (use the X in the upper right) and then open an App to playback your recording by double clicking on the video file in the Windows File Manager.

Step 6 – Submit your screen recording video

- The .mp4 file is a Windows Media Video format file that you can submit to the Canvas assignment or discussion.
- To submit to a discussion, press the **Reply** button, then in the bar of formatting options across the top of the text box that is displayed for your reply, select the button that looks like:  .
- You'll be presented with the following menu of options: *Upload/Record Media* or *User Media*. Choose the *Upload/Record Media* option. Then click and drag your recorded .mp4 file into the "Drag a file here" box that is shown.