

Step-by-Step Guide: Recording Webinars and Training Sessions

This guide will walk you through how to record, save, and upload your recorded content to the EasyPDee platform, so it's high quality and ready to use.

Already recorded your session?

You can jump straight to step 6 and complete the final checks.

 **Video walkthrough:** Click here to view the video tutorial covering the steps below.

Step 1: Prepare Your Setup

Before recording, please do the following:

1. Choose a Quiet Space

- Close doors and windows
- Turn off all notifications (email, Slack, phone)

2. Camera Position

- Laptop at eye level
- Your face centred in the frame
- Good lighting (window in front of you, not behind)

3. Audio Quality

Use headphones or an external mic if possible, is possible, please avoid recording in large echoey rooms

Step 2: Choose Recording Software

Recommended options.

- Loom or OBS Studio (best quality)
- QuickTime Player (Mac – screen recording)
- Microsoft Teams (record live meeting)

If webinar is hosted in Zoom or Teams, use the built-in recording feature for best compatibility.

Step 3: Configure Recording Settings

Please note this may already be set up automatically on your recording system, worth checking by looking at the settings in your profile.

Video Settings

- Resolution: 1920 × 1080 (Full HD)
- Frame rate: 30 fps
- Aspect ratio: 16:9

Audio Settings

- Select your external microphone (if available)
- If possible, disable background noise suppression if it distorts your voice

Step 4: Recording

During your recording

- Start recording 1–2 minutes early
- Mute notifications (email, Slack, phone)
- Speak clearly and at a steady pace
- Pause briefly between slide changes
- Avoid rapid mouse movements

Step 5: Save the Recording Correctly

Recommended Export Settings

- File format: MP4
- Resolution: 1920 × 1080 (Full HD)
- Quality: High / Original
- File name of your choice

Step 6: Final Checklist Before Uploading

- Format is MP4 and quality is ideally full HD (1080p)
- Clear audio
- Face visible and well lit
- Screen text readable
- Correct file name

Step 7: Upload to the EasyPDee Platform

- Log in to your EasyPDee profile.
- From the left-hand navigation panel, select 'Video Library'.
- In the top-left corner, click the 'Upload Video' button.
- Click 'Upload Video' again to begin the upload process.
- Select your video file and complete the required supporting information.
- Once all details are complete, click 'Upload Video' to submit your content.



You're all set!

What Happens Next?

You will receive a notification once your video has been approved and published live on the EasyPDee platform.

Need any help? [Click here](#) to view the step-by-step video tutorial.

Thank You!

By sharing your expertise, you're helping make CPD simple, accessible, and high-quality for everyone. We truly appreciate your support.