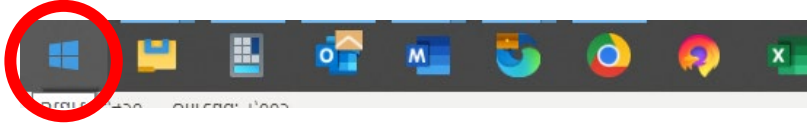


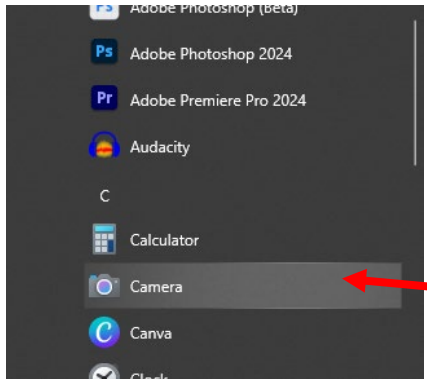
## How-to Record a Video with Your PC's Camera and Email the File

Follow these steps to record a video with the camera on a PC and email the recording.

Click on the Window's icon in the bottom left corner of your screen.



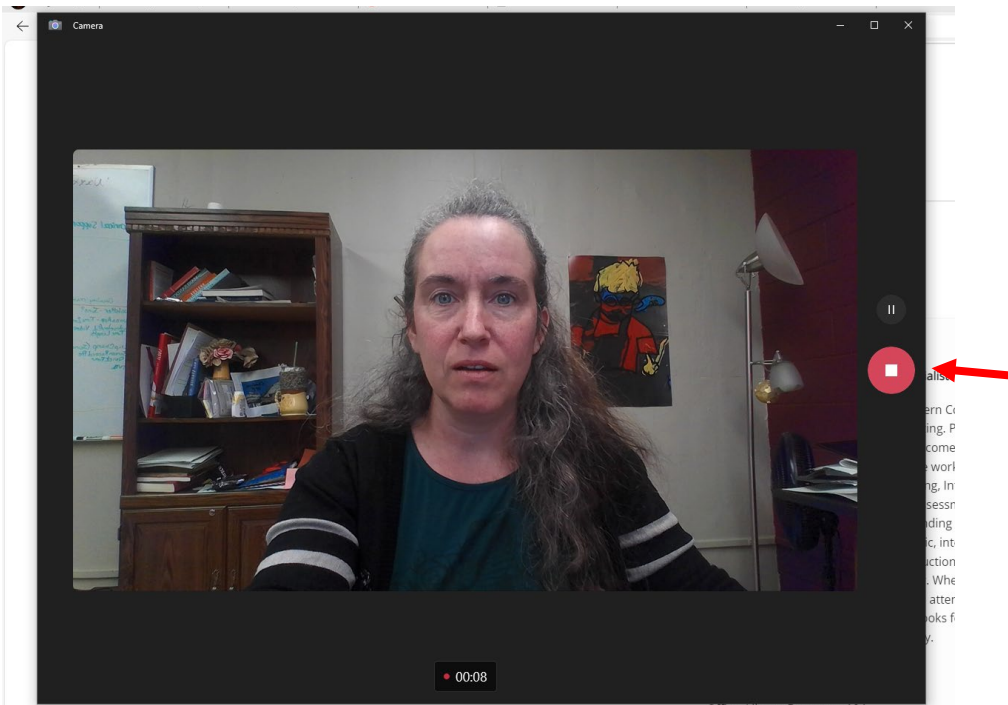
Select "Camera".



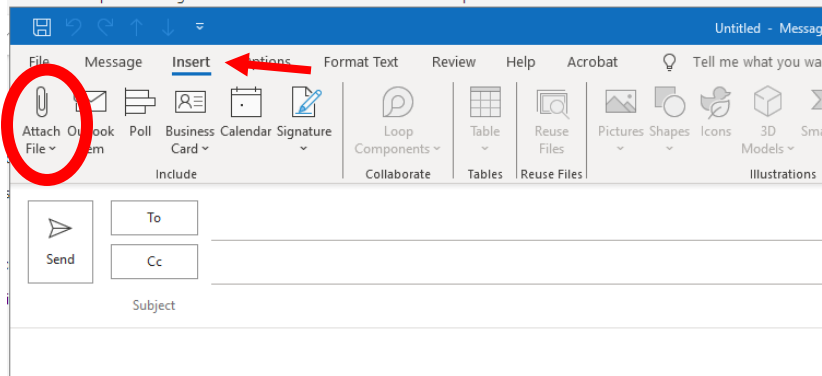
Make sure the camera is on and you can see yourself on the screen. Click the video camera button on the right side of the screen to begin recording.



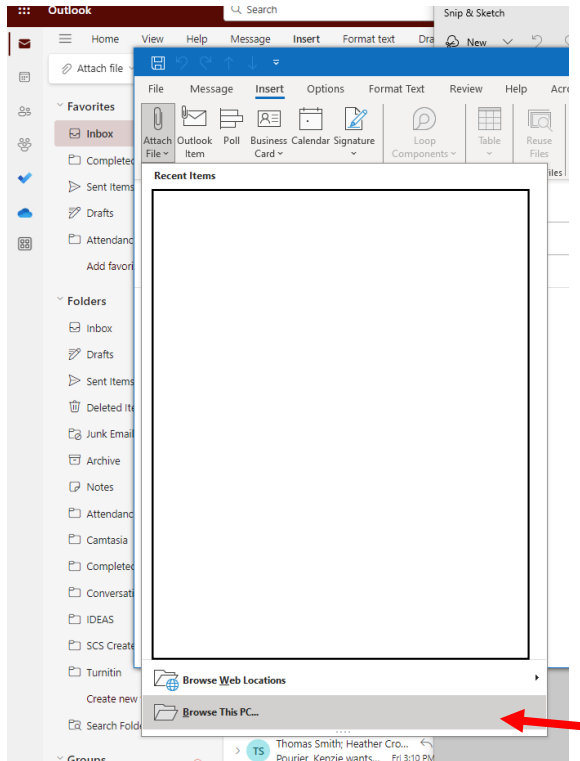
When done recording, click on the red circle record button to stop recording.



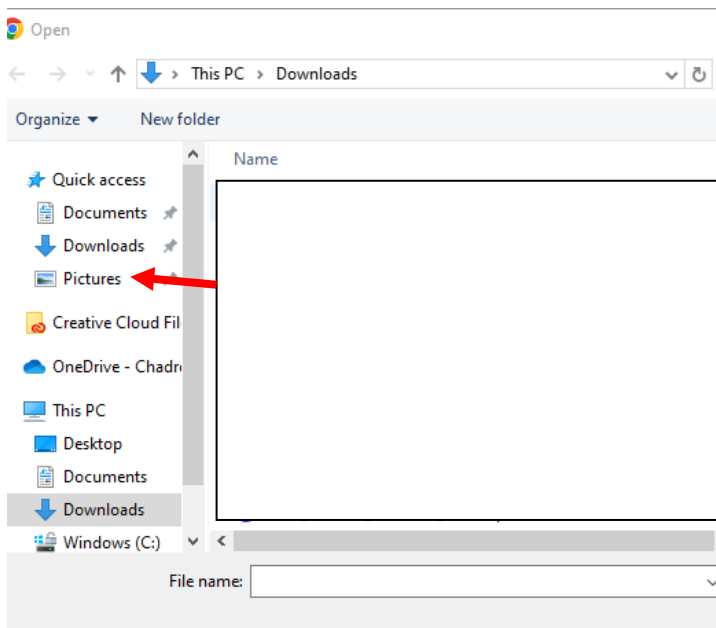
Open your CSC email and create a new email. Click on “Insert” and then “Attach File”.



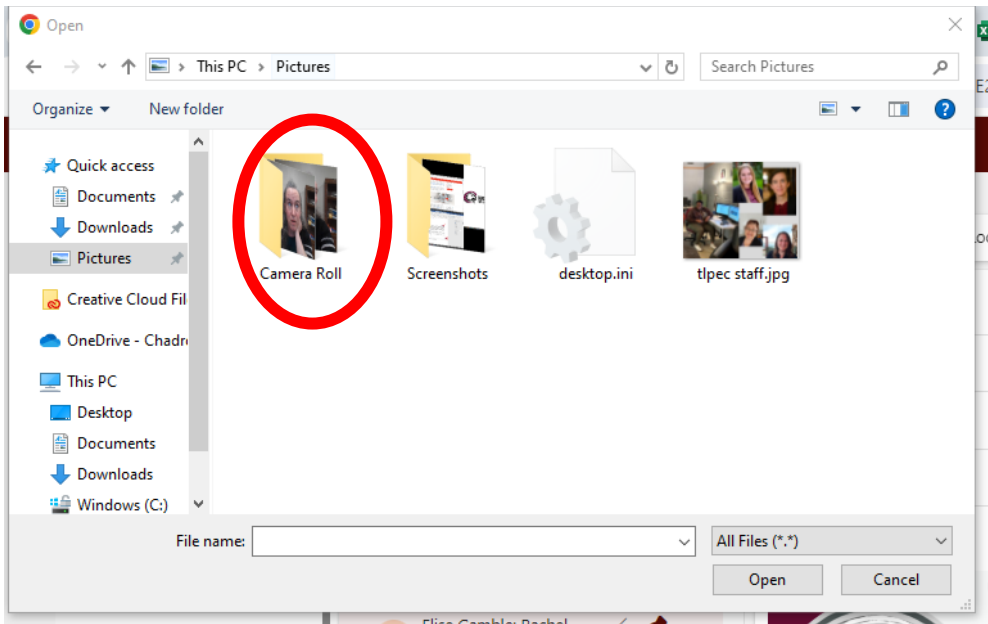
Choose "Browse This PC" at the bottom of the drop-down menu.



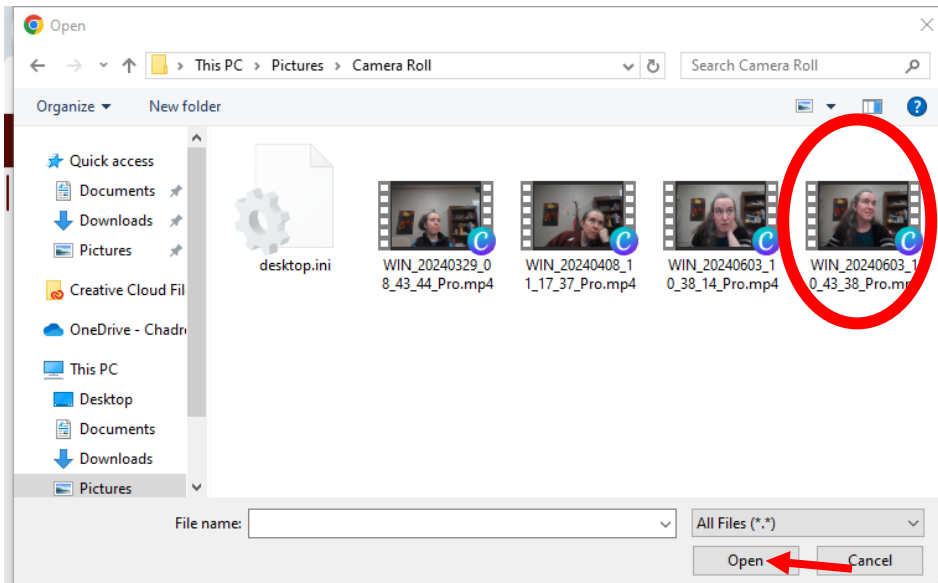
Select "Pictures" on the left-hand side of the screen.



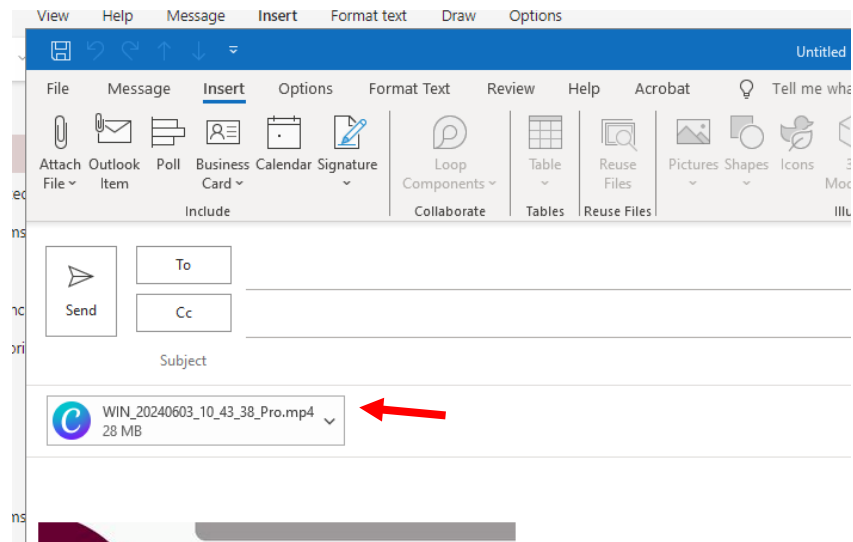
Click on the “Camera Roll” folder.



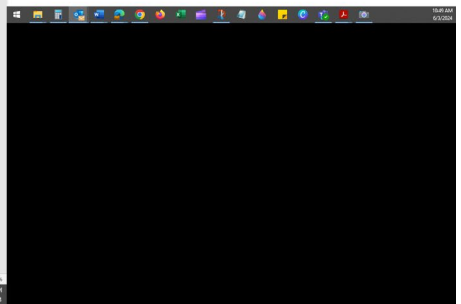
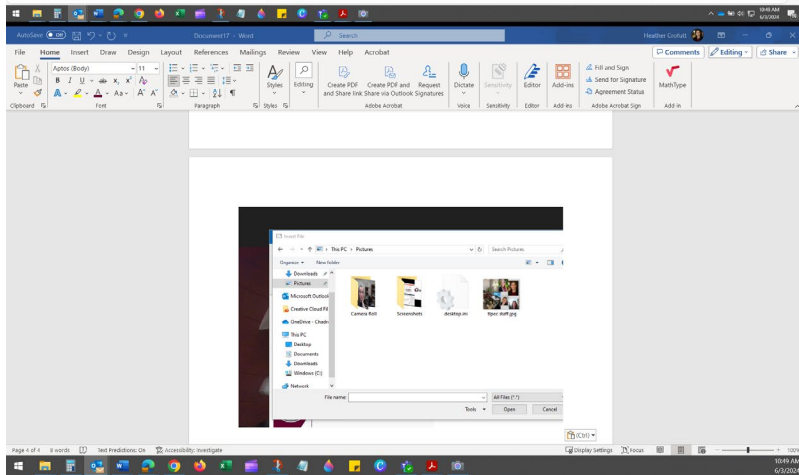
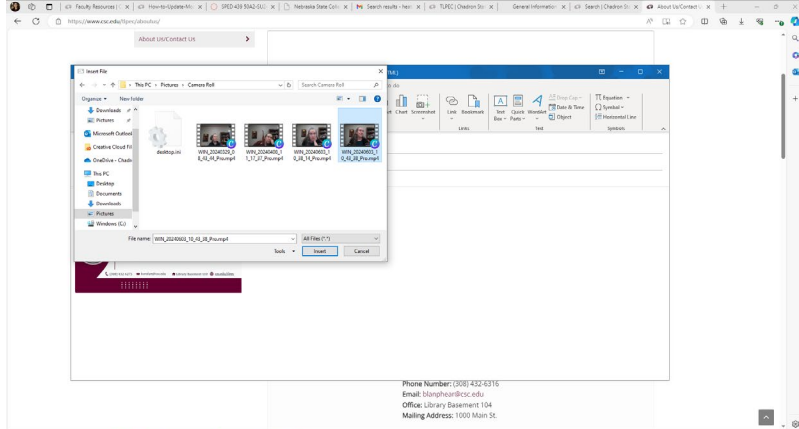
Click on the video that will be sent as an attachment and then click “Open”. If using your desktop CSC email (vs. web-based Outlook) the button will say “Insert”.



The attachment should now be on the email ready to be sent.



If you run into problems after reading this how-to guide, please contact the Teaching, Learning, and Professional Education Center via email [tlpec@csc.edu](mailto:tlpec@csc.edu).




File Message **Insert** Options Format Text Review Help Acrobat Tell me what you want to do

Attach Outlook Poll Business Calendar Signature Loop Table Reuse Pictures Shapes Icons 3D SmartArt Chart Screenshot Link Bookmark Text Quick Wc  
File Item Card Components Tables Files Models Illustrations Links Box Parts

**Send** To [Heather Crofutt](#)

Cc

Subject Video

 WIN\_20240603\_10\_43\_38\_Pro.mp4  
28 MB

Video for Brenda

