How to Make a Webcam Recording with Windows 10

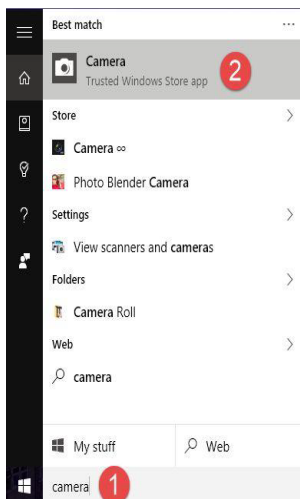## How do I know if I'm using Windows 10?

Click on this link: https://support.microsoft.com/en-us/help/13443/windows-which-operating-system

1. ## Launch the Camera App

   Using the search function: Click on the search box located in the tools bar at the bottom left hand corner, and type the word "camera". Click on the Camera app.

   If you have **never used** the Camera app before, you may see a pop-up asking you to allow the app to use your webcam, microphone, and location. Once you have allowed the app to use your devices, your webcam should switch on.
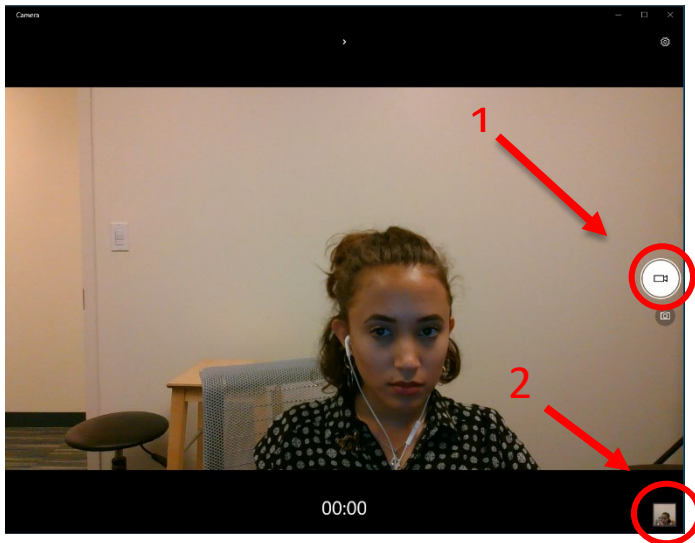

2. ## Record a Video

   Check to make sure you are in video mode. If the camcorder button is as it is labeled "1" in the image to the left of this text, you're in video mode. If not, click on the camcorder button.

   To **start recording**, click the camcorder button.

   A stopwatch at the bottom of the screen will show you how long you have been recording.
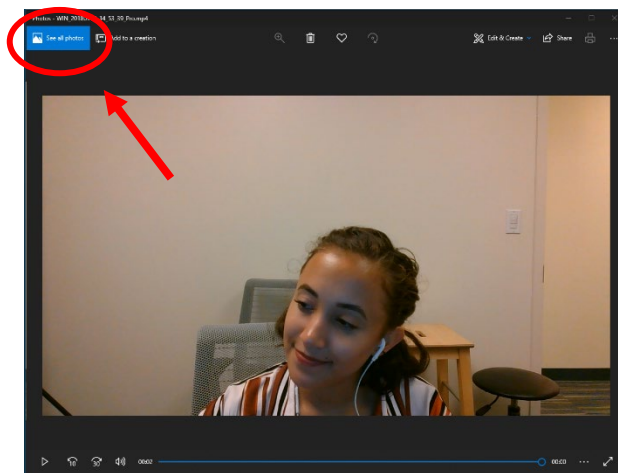
   To **stop recording**, click the red square button where the camcorder button was.

Your video is automatically saved once you stop recording. To **view the video**, click on the square in the lower right hand corner of the window. See part of image above labeled "2".
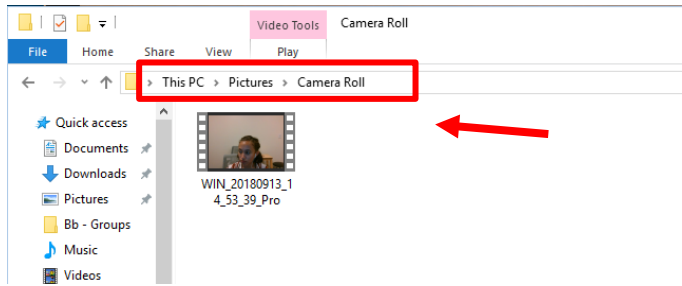

3. Where to Find Your Files

Viewing your video opens the Photos app. To **find other videos** while you are still in the Photos app, click on *"See all photos"* in the top left corner. See the image to the left.
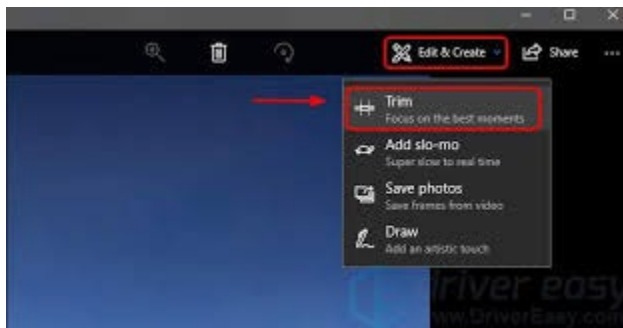

You can also find your videos is through *File Explorer* by navigating to *Pictures* and then to *Camera Roll.*

4. How to Trim the Video

In the top corner of your video while you're still in the Photos app, you will see a button that says *"Edit & Create"*. Click on "Edit & Create", then click on the *"Trim"* button that will be in the drop down menu. See image to the left.

Need more assistance?

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