

Sharing a Recording to the Cloud

When you select **Record to the Cloud,** your recording is stored on a Zoom server. All Renaissance Society Zoom cloud accounts have a storage capacity of 2TB. If you select this method of recording, after your meeting you will need to Share the recording with your audience before they can view it. Sometimes it can take up to 24 hours for your recording to become available.

First, Navigate to csus.zoom.us and log in

Click **Recordings** on the left side of your screen

Locate your Recording - **Search** for Recording date

Then click the **Recording Topic** you want to edit or share.

Click the **Play** icon on the film frame and review your recording

Cloud Recordings	Local Recordings			
From 09/01/2020	To 09/01/2020	All Status	;	
Search by ID	Q	Search	Export	
Поріс		ID		
Advanced Features for Scheduling & Reporting		993	993 8470 4489	



Truncate the recording

If you want to set a playback range (meaning you don't want to show some of the beginning and end of your recording), view the recording and make note of the time code of where you want the beginning and end points for the viewer to see.



Click the **Scissors** icon on the bottom of the screen then the **Sliders** will appear

Move the sliders to where you want the playback to begin and end.





Note: If you click on the forward/backward arrows on each slider, you can move the slider a second at a time.

Then click Save.

Close the playback window and return to your Recordings detail page.

My Recordings > Advanced Features for Scheduling & Reporting in Zoom Meetings ACTIVE	
Advanced Features for Scheduling & Reporting in Zoom Meetings ACTIVE $$	A Share

Note: You can change the name of your recording by clicking on the Edit icon (pencil)

Share the recording

Click the **Share** button and enable **Publicly**

If you have set a playback range, turn off Viewers can download. If you enable them to download, they can see the full video

Click Copy sharing information to

clipboard

Then click Done.

Share this cloud recording	
Share this recording	
O Publicly	
Only authenticated users can view	
Add expiry date to the link	
Viewers can download	
One or more video files in this recording have a set playback range. Please note that viewers will be able to download the full-length recording and all relevant files.	
On-demand(Registration Required)	
Passcode protection	
Recording Link Information	
Display detailed information	>
Copy sharing information to clipboard	
Do	ne

Paste the sharing information in an email and distribute to your audience.

Sarah Advanced Features Recording To: Sarah Ryan-Roberts

Topic: Advanced Features for Scheduling & Reporting ACTIVE Start Time : Sep 1, 2020 08:51 AM

Meeting Recording: https://csus.zoom.us/rec/share/_lh7PhCeXwuDCa1e2tJc-L5Gjn1uCbHf_tYC66BiAK7IU1Ckp9_WCcFL0y3MQcj0.Qc-ScjwHmhAtDERN

Download the recording

You also have the ability to download the recording to your local computer to edit it further or save for archive purposes. The video downloaded file is in an MP4 format. **Note**: You will not be able to upload this file back to the cloud.

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From the **More** button, select **Download (4 files).** This will download: video (MP4), audio, transcript, and chat text. If you only want a specific file, click the blue linked 4 files heading then you can select which file you want to download.