



Sharing a Recording to the Cloud

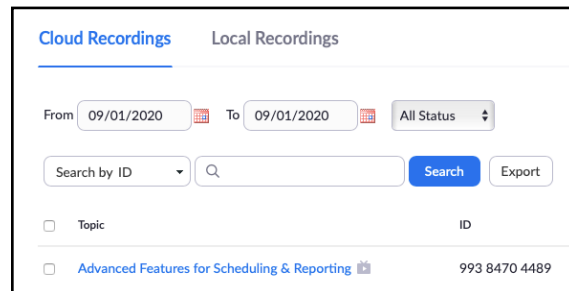
When you select **Record to the Cloud**, your recording is stored on a Zoom server. All Renaissance Society Zoom cloud accounts have a storage capacity of 2TB. If you select this method of recording, after your meeting you will need to Share the recording with your audience before they can view it. Sometimes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

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

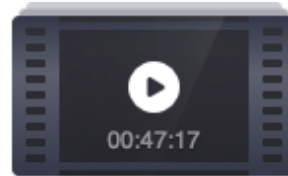
Click **Recordings** on the left side of your screen

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

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

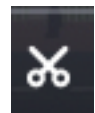


Click the **Play** icon on the film frame and review your recording



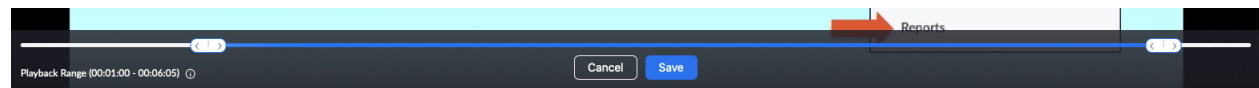
Truncate the recording

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.

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

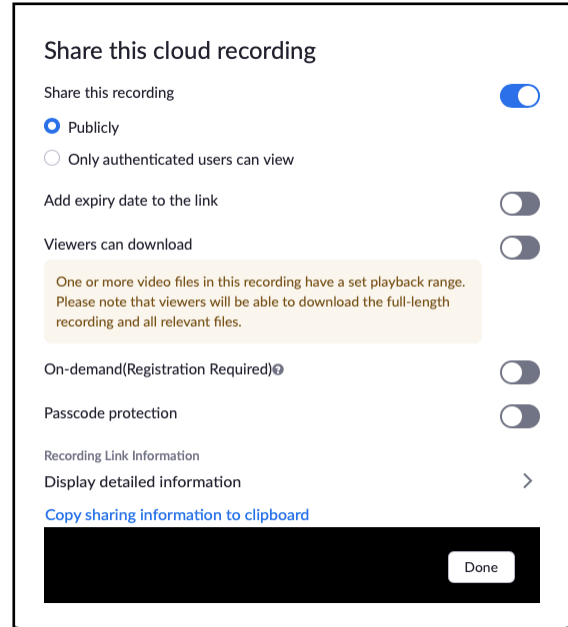
Share the recording

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**.



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

Sarah Advanced Features Recording
To: Sarah Ryan-Roberts

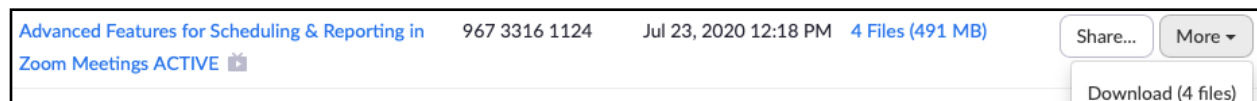
Topic: Advanced Features for Scheduling & Reporting ACTIVE
Start Time : Sep 1, 2020 08:51 AM

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.



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.