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 & Transcripts** on the left side of your screen

Click **Cloud Recordings** then locate your Recording. You can use the **Search** feature to find by topic if needed.

Click the **Thumbnail** of the recording you want to edit or share. The details will appear.
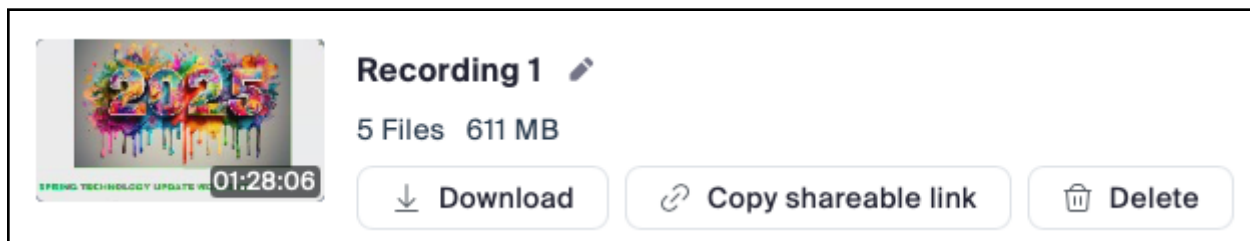
Note: If you don't plan on trimming your recording, all you have to do is click **Copy shareable link** and paste it into an email to send to your students. You can use the Program Registration System or your personal email.

Trim 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), click the second thumbnail to view the recording. A player bar will appear. Review your recording and make note of the time code of where you want the beginning and end points for the viewer to see.
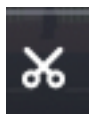
Click the **Scissors** icon on the bottom of the screen then the **Sliders** will appear. Move the sliders to where you want the playback to begin and end. Then click **Trim**.
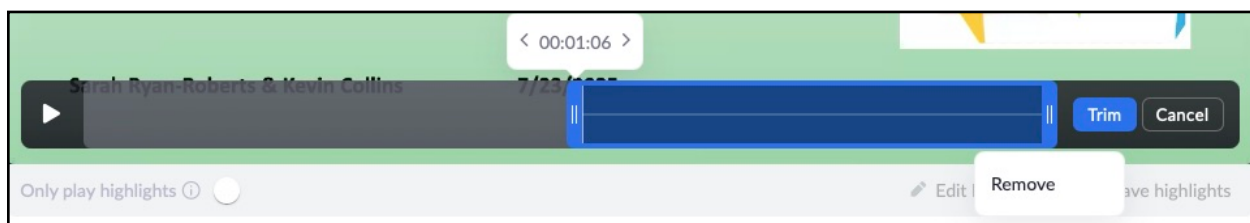
Note: If you click on the forward/backward arrows on each slider, you can move the slider a second at a time. If you don't see the time code, click one of the sliders.
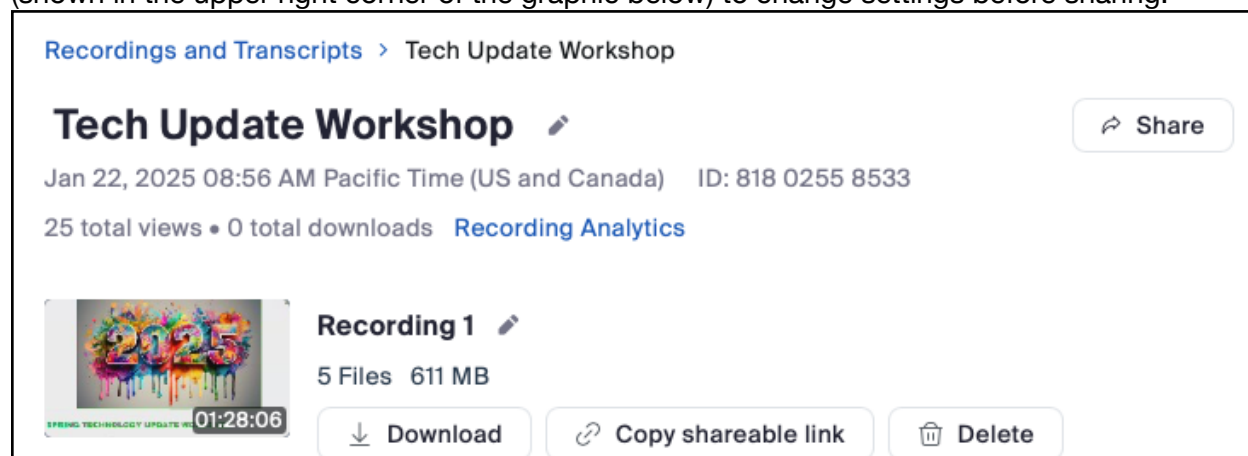
You will be prompted that your recording is currently being trimmed. Depending on the length of your recording, it can take up to 2 hours to process.
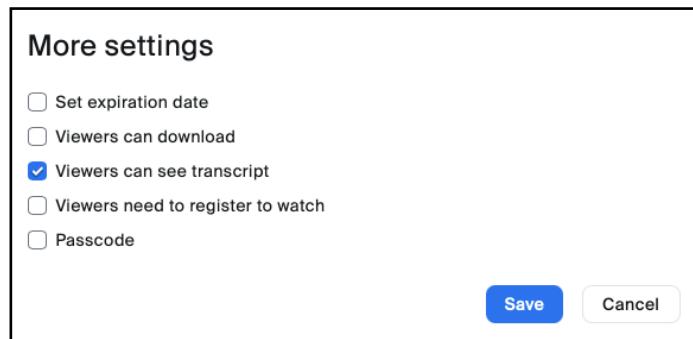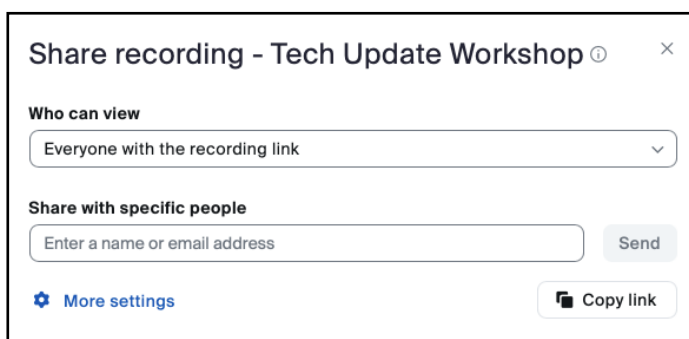
> ℹ️ Trimming of this recording was completed on Jul 11, 2025 04:36 PM. **Restore**
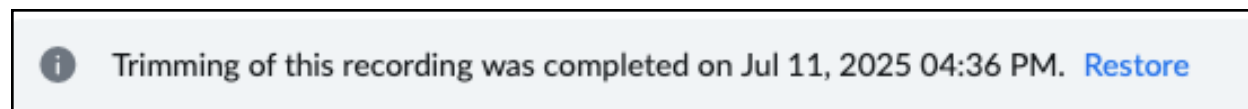
When it is finished, if you don't like the way it is trimmed, you can click **Restore** and try again.

Share the recording and settings

Click the **Copy shareable link** button to copy the recording link or click the **Share** button (shown in the upper right corner of the graphic below) to change settings before sharing.

Recordings and Transcripts > Tech Update Workshop

Tech Update Workshop ✏️   ↗ Share

Jan 22, 2025 08:56 AM Pacific Time (US and Canada)   ID: 818 0255 8533

25 total views • 0 total downloads   Recording Analytics

Recording 1 ✏️

5 Files 611 MB

⤓ Download   🔗 Copy shareable link   🗑 Delete

Share Options

Share recording - Tech Update Workshop ⓘ   ✕

Who can view

Everyone with the recording link   ⌄

Share with specific people

Enter a name or email address   Send

⚙ More settings   📋 Copy link

More settings

☐ Set expiration date
☐ Viewers can download
☑ Viewers can see transcript
☐ Viewers need to register to watch
☐ Passcode

                                    Save   Cancel

Set expiration date- can set a date after which the link is not valid

Viewers can download - recommend off. If you trimmed your recording when a view downloads, they can see the full video.

Viewers can see transcript - recommend on

Viewers need to register to watch - requires they enter their name and email address

Passcode - recommend off

Be sure to **Save** settings when you are finished.