

Access and Share Zoom Cloud Recordings

Objectives

By following the guide, you will be able to:

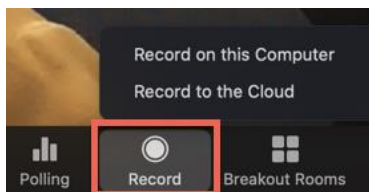
Part 1: Find the Zoom Recording in the Cloud

Part 2: Download the Zoom Cloud Recording

Part 3: Share the Zoom Recording Link from Cloud Directly [Limited]

Overview

When a host records a Zoom meeting, users can choose to “Record on this Computer” or “Record to the Cloud”.



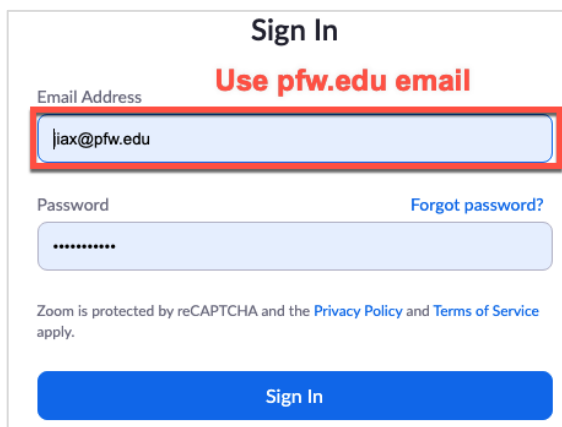
Note the following for the “Record on this Computer” option.

- Local recording is not supported on iOS and Android.
- After the meeting has ended, Zoom will convert the recording to your computer.
- Once the conversion process is complete, the folder containing the recording files will open.
- By default, the recording files are stored in the **Documents>Zoom** folder.
- By default, the video file (MP4) will be named **Zoom_0.mp4**.

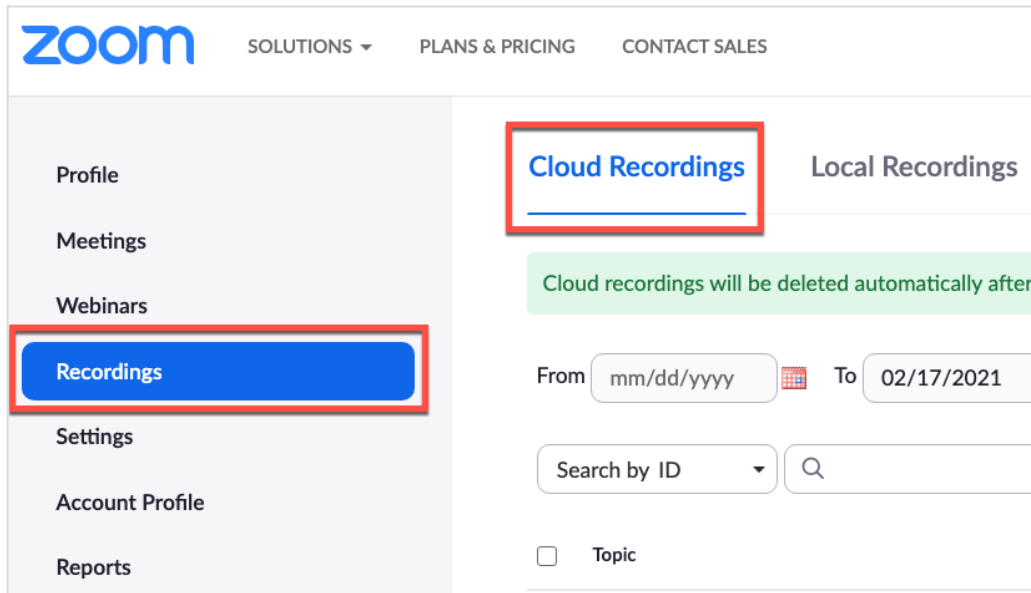
This guide covers how to find a Zoom recording in the cloud.

Part 1: Find the Zoom Recording in the Cloud

1. Go to <https://zoom.us/>, and click “Sign in” on the top right corner.
2. Sign in with your **pfw.edu** account.



- Click **“Recordings”** from the left sidebar. By default, users will see the **Cloud Recordings** with the latest on top of the list. [Note, all cloud recordings are only available for 30 days.]



- [Optional] Use the filters to search the meeting recording if needed.
- Click the meeting **Topic** to view the recording.

<input type="checkbox"/> Topic	ID	Start Time
<input type="checkbox"/> EDU 20002-01 Using Cmpters In Educ - Weekly Class Link	924-614	Feb 15, 2021 04:16 PM
<input type="checkbox"/> Katie Jia's Personal Meeting Room	95-68	Feb 15, 2021 11:55 AM

From the Cloud Recordings list, users can see how many files are available. Each recording usually has three files, including:

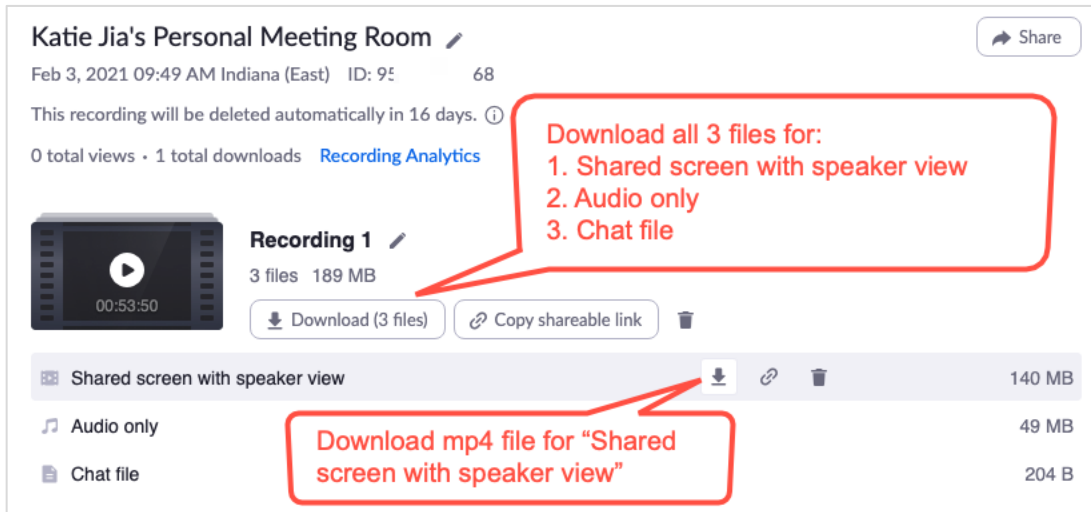
- Shared screen with speaker view
- Audio only
- Chat file [If the chat tool is used]

Part 2: Download the Zoom Cloud Recording

- Click the meeting **Topic** to view the recording files.

<input type="checkbox"/> Topic	ID	Start Time
<input type="checkbox"/> EDU 20002-01 Using Cmpters In Educ - Weekly Class Link	924-614	Feb 15, 2021 04:16 PM
<input type="checkbox"/> Katie Jia's Personal Meeting Room	95-68	Feb 15, 2021 11:55 AM

2. Hover your mouse over one of the three options (Share screen with speaker view, Audio only, or Chat file), and click the **download button** for that option. [Note: These files can be downloaded as a group or individually.]



3. Find the downloaded recording on your local computer. It is recommended that you rename the downloaded file before uploading to Kaltura.
4. [Optional] To share your recording in Brightspace, please refer to the [Use Kaltura in Brightspace guide](#).

Part 3: Share the Zoom Recording Link from the Cloud Directly

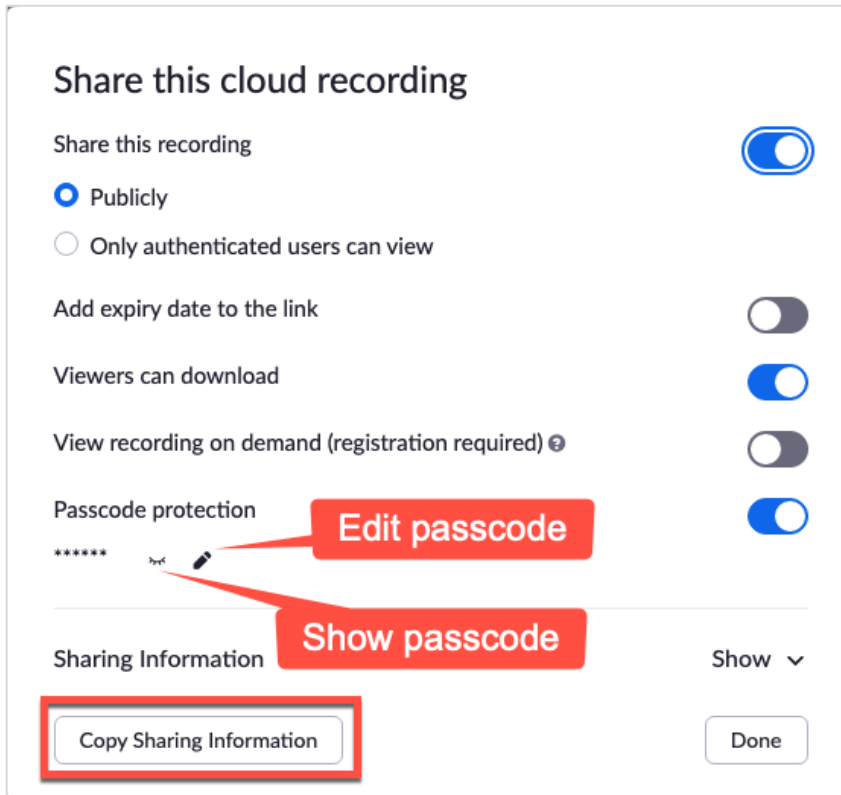
Please note, all recordings will be **automatically deleted 30 days after the meeting**. It is recommended that you download the recording and upload to Kaltura, as illustrated in Part 1 and Part 2.

1. From the Cloud Recordings list, find the correct meeting recording.
2. Click the **“Share”** button on the right side. Please note all cloud recordings are **automatically deleted** after **30 days**.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Auto Delete In	
<input type="checkbox"/>	EDU 20002-01 Using Cmptrs In Educ - Weekly Class Link	9█ █ l614	Feb 15, 2021 04:16 PM	8 Files (646 MB)	29 days	<div style="border: 1px solid red; padding: 2px;">Share...</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">More ▾</div>

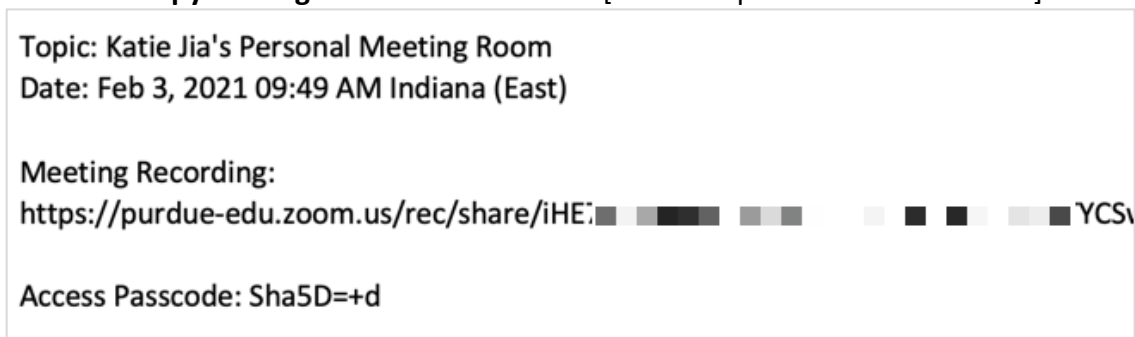
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3. In the Pop-up window, customize the sharing settings.



Note: By default, the sharing link allows anyone with the link to view and download the recording by using the passcode automatically generated.

4. Click the “Copy Sharing Information” button. [See example information below.]



5. Share the copied information with your audience (e.g., email, Brightspace course, or social media).