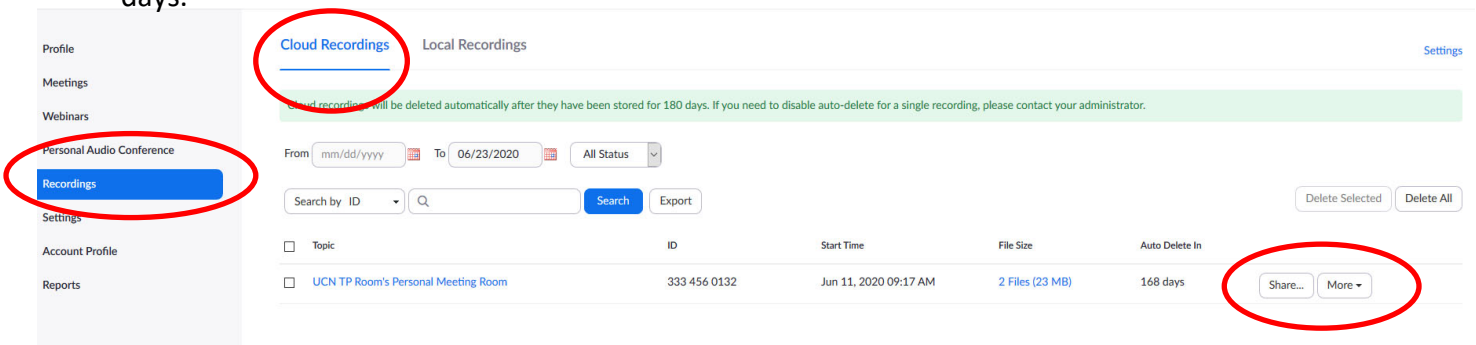


Finding & Sharing Zoom Cloud Recording

- Log into the Zoom web portal (ucn-ca.zoom.us or www.zoom.us)
- Select **“Recordings”** from left hand side options
- Select **“Cloud Recordings”**
- Find the recording you wish to share, and click on **“Share”** button on the right hand side of that meeting. The share cloud recording window will pop up.
- If you want to change the passcode, click on **“Show”** beside the **** of the password, then click **“Edit”** to change it.
- Change any settings and then select **“Copy sharing information to clipboard”**
- Paste into e-mail and send, or post to UCN Learn. Remember - cloud recordings auto delete in 180 days.



Share this cloud recording

Share this recording

Publicly
 Only authenticated users can view

Add expiry date to the link

Viewers can download

On-demand(Registration Required)

Passcode protection
OE%9mq1 [Hide](#) [Edit](#)

Recording Link Information
[Display detailed information](#) >

[Copy sharing information to clipboard](#)

[Done](#)

Share this cloud recording

Share this recording

Publicly
 Only authenticated users can view

Add expiry date to the link

Viewers can download

On-demand(Registration Required)

Password protection
***** [Show](#) [Edit](#)

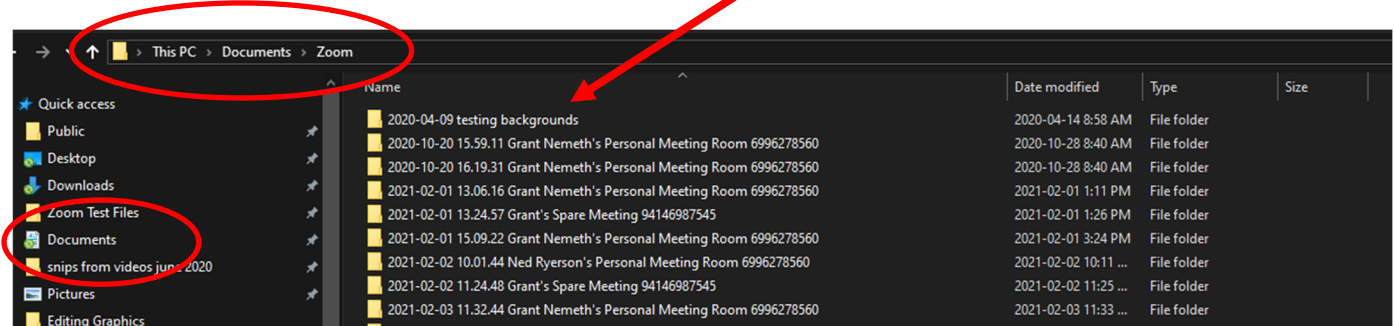
Recording Link Information
[Display detailed information](#) >

[Copy sharing information to clipboard](#)

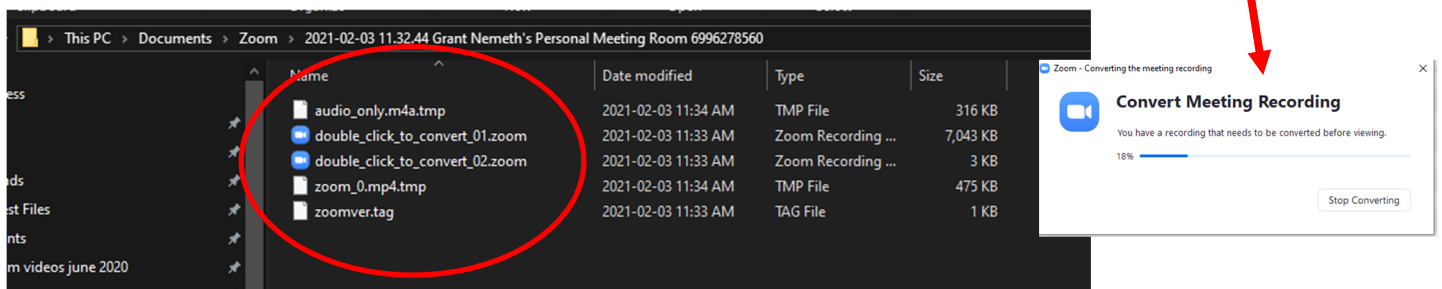
[Done](#)

Finding Local Zoom Recordings

- Open File Explorer (Win Logo + E) or click on the file folder icon on the windows tool bar
- Select **“Documents”** from the left hand side
- Select the **“Zoom”** folder
- Here you will have the folders with any Zoom meetings recorded locally, sorted by date. Find the meeting you are looking for and open the folder.



- If the recording did not convert automatically after the Zoom meeting ended, or you manually stopped the conversion, you may have files that look like the image below.
- Double click on the file names that say **“double_click_to_convert”** and the conversion process will begin. Depending on the length of the meeting this could take 15 minutes or more. You will see the progress as it happens.



- Once it is done converting, in the folder you will see the MP4 video, usually called Zoom_0. There may be audio only files as well if that option is selected in your recording options.
- You can then upload that file to UCN Learn (or Kaltura, Youtube, etc) to share with others.

