

## Guide to Sharing Zoom Recording

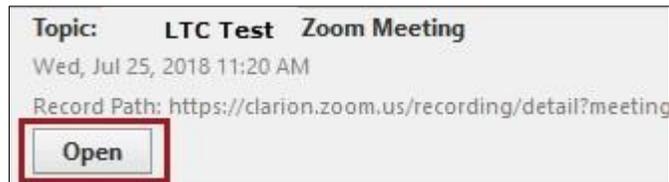
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*This article describes how to share a Zoom recording. There are two ways to share a recording in the cloud. Local recordings (saved to your computer or other storage device) can be shared via D2L or Mediasite.*

### From the Desktop App – Zoom Pro account

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1. Open the Zoom application on your computer and sign in if needed.
2. Click **Meetings** at the bottom of the Zoom application screen
3. Click **Recorded** at the top of the Meetings list.
4. Locate the desired recording in the list of recordings.
  - a. If the recording is in the cloud (the record path will begin with **https://**), click **Open**.



5. You will be directed to Zoom Web:
  - a. Click **Copy shareable link, or**
  - b. Click **Share** to change Share Settings to allow download



6. Paste link where it will be shared (such as: D2L, email, or web page).

## From Zoom Web (Zoom Pro Account)

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1. In the Clarion Zoom web portal (clarion.zoom.us), click the **Account Sign-in** button. If you are prompted to login, enter your CU username and password. The Zoom web portal will open to your profile page.
2. Click **Recordings** in the left side navigation.
3. Locate the desired recording from the list of recordings on the “**Cloud Recordings**” tab.
4. Click the title of the recording you wish to share.
  - a. Click **Copy shareable link**, or
  - b. Click **Share** to change Share Settings to allow download if desired.
5. Paste link where it will be shared (such as: D2L, email, or web page).

## Sharing your local Zoom recording

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1. Locate your recording. The default SAVE location is Documents > Zoom
2. Locate the MP4 file.
3. Upload to D2L or Mediasite:
  - a. D2L:
    - i. In a content module, click the Upload/Create button.
    - ii. Select **Video or Audio**.
    - iii. On the next screen (Add Video or Audio), select the **Upload** tab.
    - iii. Locate the MP4 video file in your Zoom folder or alternative storage location (1GB max file size)
    - iv. Click **Save** to insert in the module (you may want to rename the topic)
  - b. Mediasite:
    - i. You must have a course folder in Mediasite.
    - ii. If you do not have a folder, contact [ltcsupport@clarion.edu](mailto:ltcsupport@clarion.edu) to request one: provide the course (LS504), all sections that need access to the video (such as C01, W01, etc.) and the term (such as spring2019, etc.).
    - iii. Watch this video to learn how to upload your Zoom MP4 video file to Mediasite (you will need to login with your Clarion username and password):  
<https://msite.clarion.edu/Mediasite/Play/85ec2881a8c7499ea4985975d85773501d>