## Using Zoom to Record a Meeting and Share the Recording

- 1. First, log in to Mycoyote.csusb.edu
- 2. Select the Collaborate application



3. Then select the Zoom icon



1. On the left side of the menu, click on *Meetings*, then select and *Start* your meeting



When ready, click *Record* on the bottom tool bar.
 \*Please note Only as the designated *Host/Co-Host* has the option to record.



- 3. When selecting the Recording option, there are two choices
  - a. Record on the Computer allows:
    - i. a video file saved to the computer the Zoom meeting was recorded on
  - b. Record to the Cloud (Best option) allows:
    - i. the video to be stored on *Recordings* on the Zoom profile
    - ii. an email generated and sent to the host with the link of the processed recorded video for easy sharing
    - iii. Option to password protect video



4. Cloud Recording view

•••	Zoom Meeting ID: 116-653-843
🕕 🔂 Turn on Original Sound 🔻 🚳 Recording 💵 🔳	
Meeting Topic:	
Host Name:	
Invitation URL:	https://csusb.zoom.us/j
	Copy URL
Participant ID:	42
Join Audio Computer Audio Connected	Share Invite Others
Mute Start Video Invite Manage Participants	Polling Share Chat Pause/Stop Recording Breakout Rooms End Meeting

5. Whenfinished recording, click on the **Stop** icon on the bottom toolbar. You will be prompted for a confirmation of the recording to stop

	Zoom Meeti	ng ID: 116-653-84	3	
Recording     Meeting Topic:     Host Name:     Invitation URL:	https://csusb	o.zoom.us/j,		
Participar	Do you want to If Yes, you will rec cloud recording is	stop cloud record eive an email notifi ready Yes	ling? cation when Ca	the
Join Audio Computer Audio Connected		Share		Invite Otiers
Invite Manage Participi	ants Polling	Share	çee Chat	Pau e/Stop Recording Brea

6. Finally, *End Meeting*, once the meeting is over. There will be a notification to let you when the video has finished processing and ready to view



7. Zoomgenerates an email for you to easily access the recording. There is a **Download** link to download your video and a **Share** link to share your video to participants

Cloud Recording -
Zoom <no-reply@zoom.us></no-reply@zoom.us>
🛕 To protect your privacy, some pictures in this message were not downloaded.
Hi
Your cloud recording is now available.
For host only, click here to view your recording detail (viewers cannot access this page): https://csusb.zoom.us/recording/detail?meeting_id=xUqspdOKSBWsDc1RT%2FJUFQ%3D%3D
Share recording with viewers:
https://csusb.zoom.us/recording/share/RmYDvjgZsFSfiZGGcWGvrbuc7Pf51fzT61QyOX6Y-Z-wlumekTziMw
Thank you for choosing Zoom.
-The Zoom Team
•

- 8. You can also access the recording by going on the Zoom profile, click on **Recordings** 
  - a. *Cloud Recordings* provide a link to share the video instantly
  - b. *Local Recordings* provide a video file directly on your computer for post editing if needed. (This option does not provide a link to instantly share the video)
  - c. By selecting the video, you will be given more options when sharing the video

Meetings	Cloud Recordings Local Recordings
Webinars Recordings	From mm dd/yy The Local Recording tab lists the recording files that vere recorded on your computer.
Settings	Search b ID
	Поріс

- 9. When selecting the video, there are two sharing options:
  - *a.* Click *Share* this option allows another window to pop up with options when sharing the recording
  - b. Click *More* to download the video/audio recordings on to your computer

Clou	ud Recordings Local Recordings					
Fron	m mm/dd/yy Your computer.	X All Status				
Se	earch by ID 🔹	Search	Export			Delete Se
	Торіс		ID	Start Time	File Size	
		•	116-653-843	Jan 15, 2020 03:42 PM		Processing Reckening
			701-830-202	Dec 6, 2019 01:26 PM	3 Files (220 MB)	Share More -
			521-854-641	Dec 6, 2019 10:39 AM	4 Files (86 MB)	Share More -
			701-830-202	Dec 5, 2019 01:23 PM	3 Files (602 MB)	Share More -

\*Sharing Options

* Share this cloud recording				
Share this recording				
O Publicly				
<ul> <li>Only authenticated users can view</li> </ul>				
Viewers can download				
On-demand(Registration Required)				
Password protect (				
Recording Link Information				
Topic:				
Start Time : Dec 6, 2019 01:26 PM				
Meeting Recording: https://csusb.zoom.us/rec/share/wNFKPYzSqT9OHKv_5Hzcf_EqOq				
Select, copy and paste the recording links. Copy To Clipboard Clo	ose			

Best practices for participants:

- c. Test audio/video equipment before the meeting
- d. Keep your microphone muted unless you are the one speaking for the meeting to avoid any audio issues
- e. Conduct your meeting in a quiet room to provide quality audio when speaking
- f. Have a stable internet connection