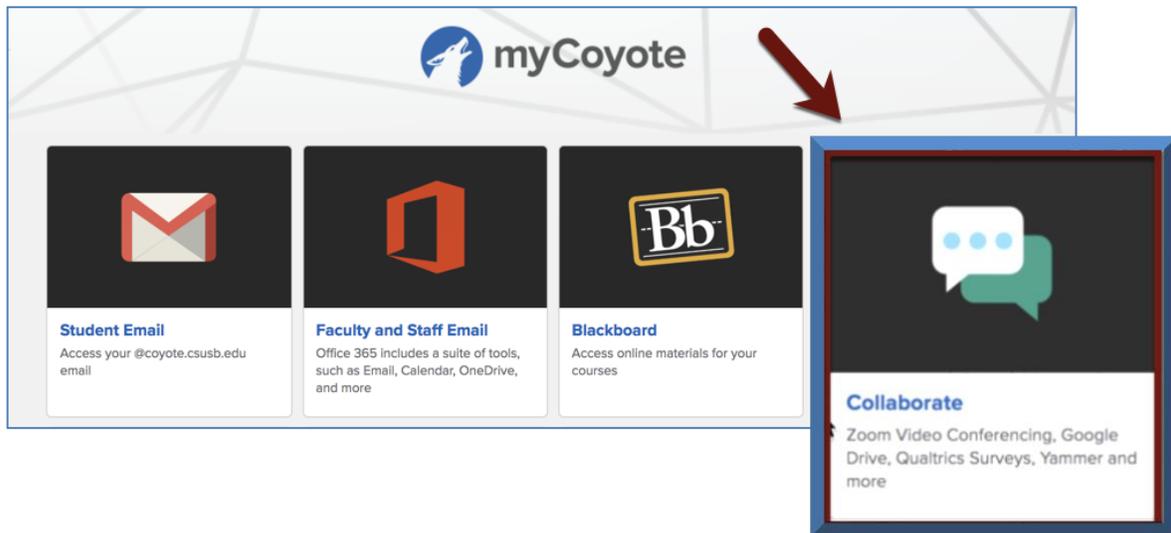
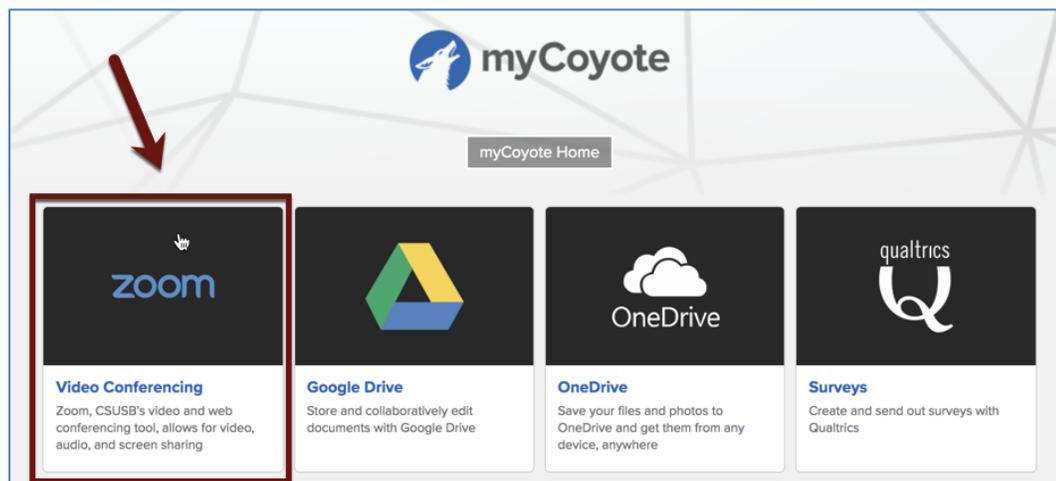


# Using Zoom to Record a Meeting and Share the Recording

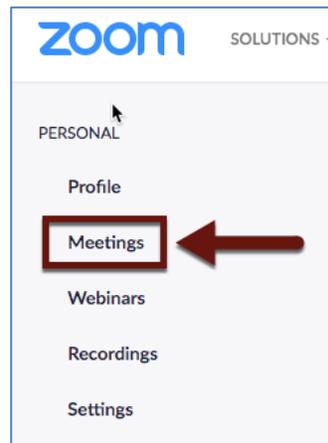
1. First, log in to Mycoyote.csusb.edu
2. Select the Collaborate application



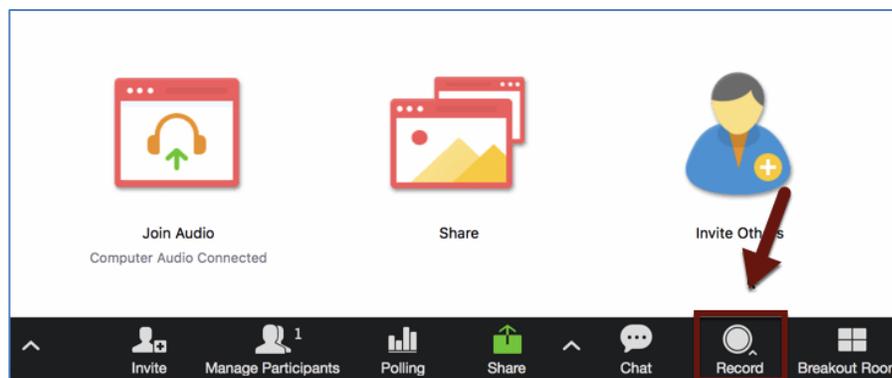
3. Then select the Zoom icon



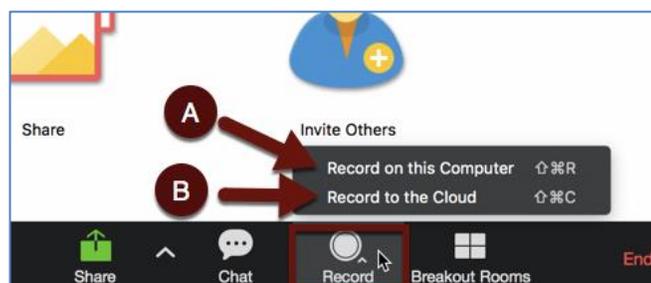
1. On the left side of the menu, click on *Meetings*, then select and *Start* your meeting



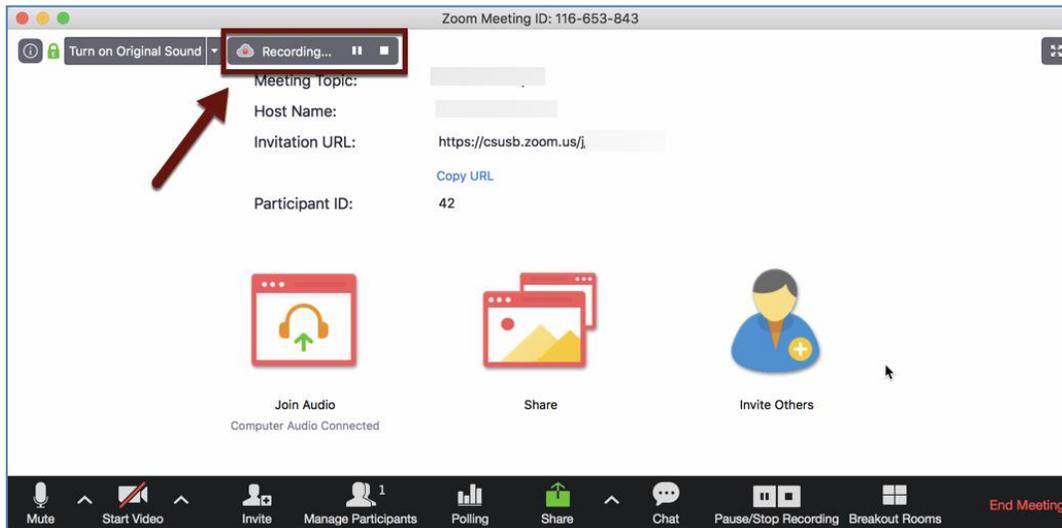
2. When ready, click **Record** on the bottom tool bar.  
\*Please note Only as the designated **Host/Co-Host** has the option to record.



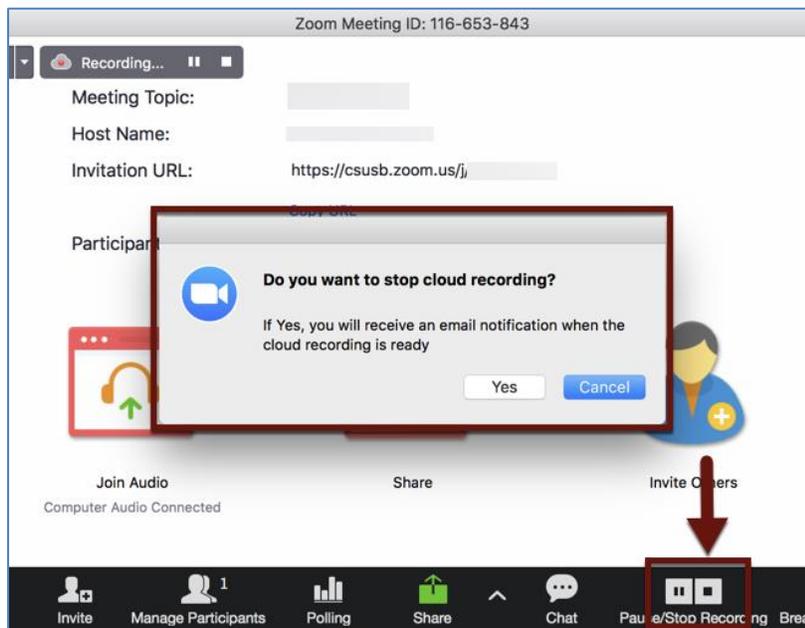
3. When selecting the *Recording* option, there are two choices
  - a. **Record on the Computer** allows:
    - i. a video file saved to the computer the Zoom meeting was recorded on
  - b. **Record to the Cloud** (Best option) allows:
    - i. the video to be stored on **Recordings** on the Zoom profile
    - 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



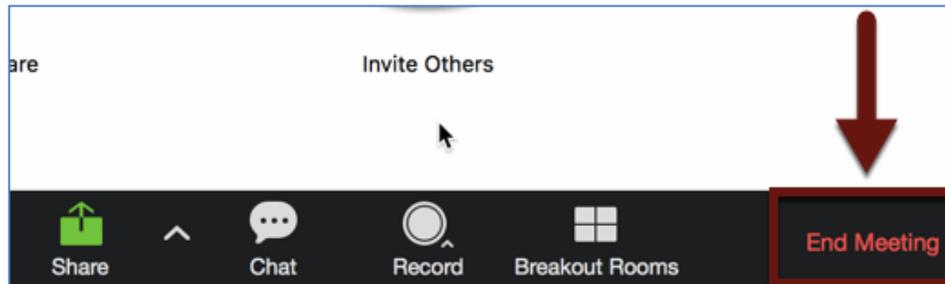
4. Cloud Recording view



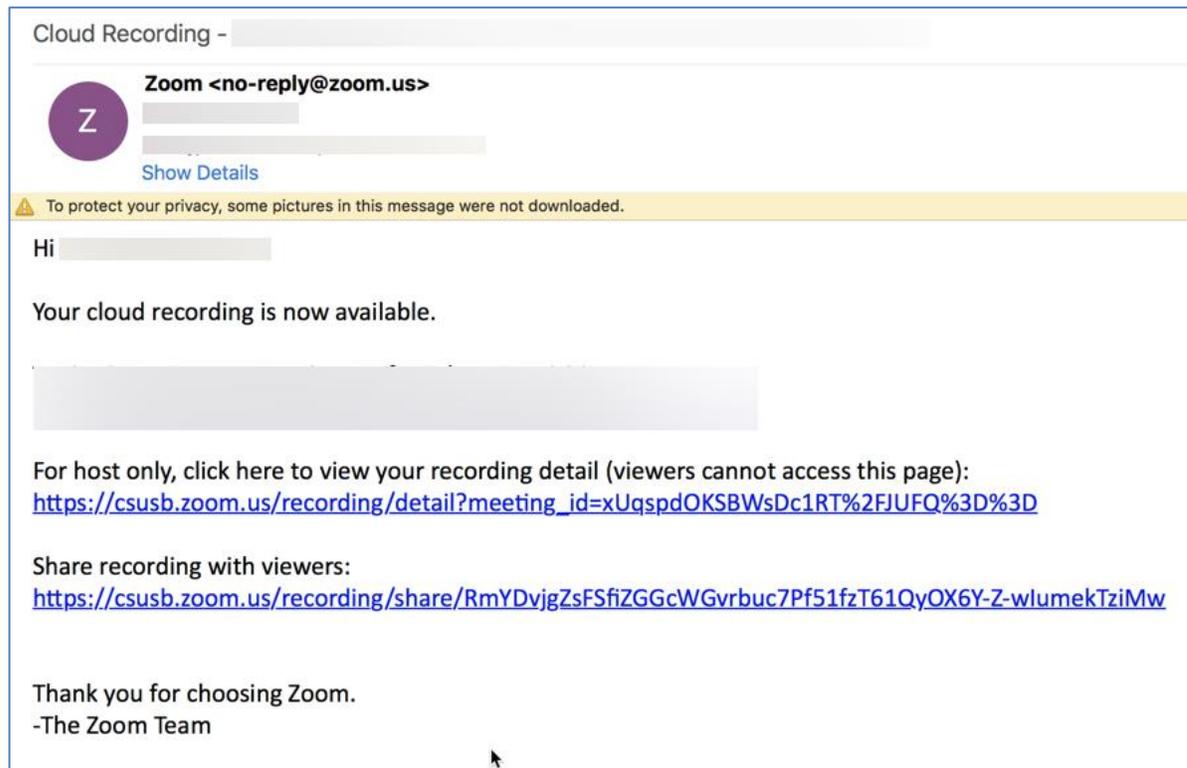
5. When finished recording, click on the **Stop** icon on the bottom toolbar. You will be prompted for a confirmation of the recording to stop



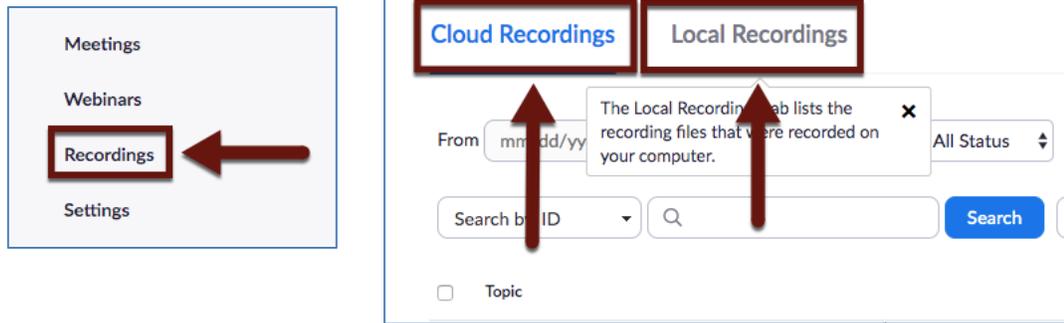
6. Finally, **End Meeting**, once the meeting is over. There will be a notification to let you when the video has finished processing and ready to view



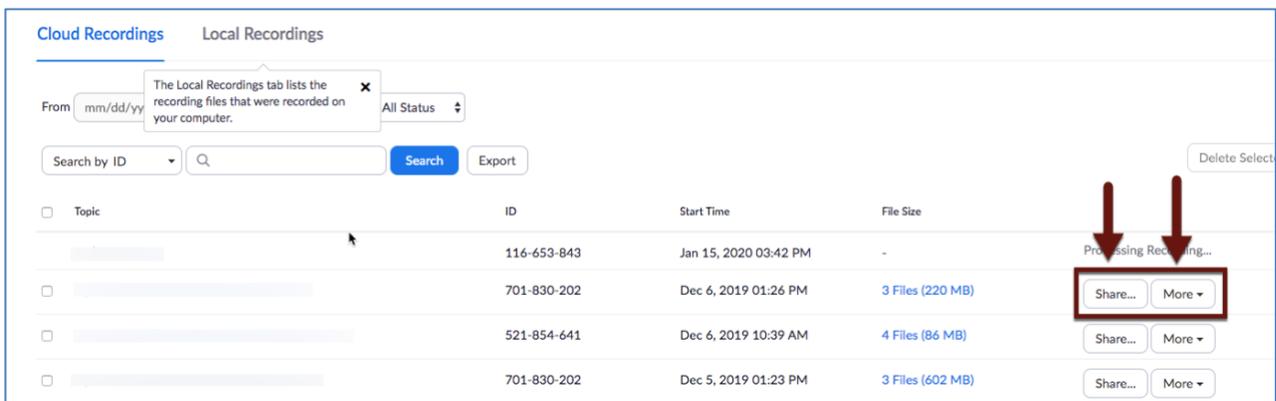
7. Zoom generates an email for you to easily access the recording. There is a **Download** link to download your video and a **Share** link to share your video to participants

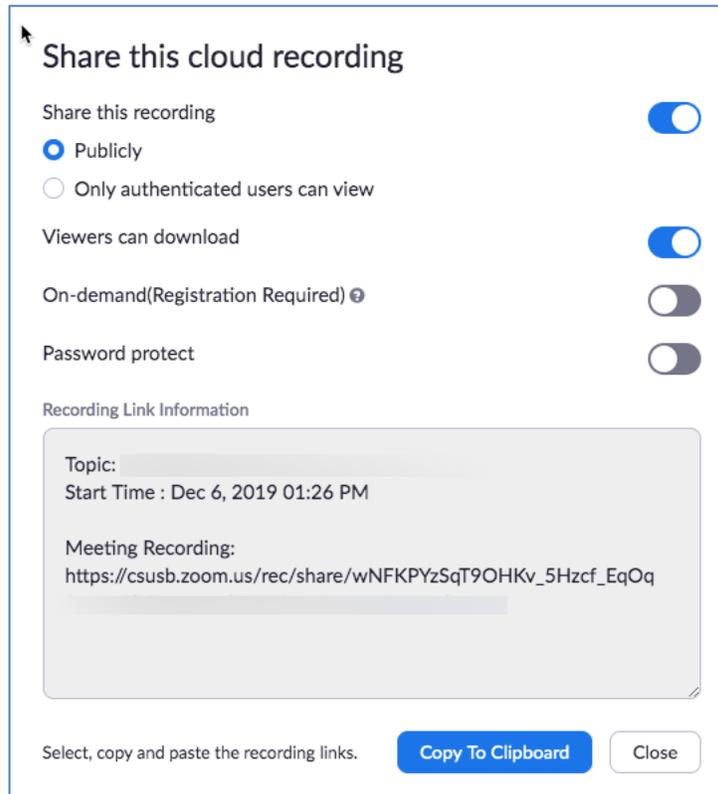


8. You can also access the recording by going on the Zoom profile, click on **Recordings**
  - a. **Cloud Recordings** provide a link to share the video instantly
  - b. **Local Recordings** provide a video file directly on your computer for post editing if needed. (This option does not provide a link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



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



**\*Sharing Options**

The screenshot shows a dialog box titled "Share this cloud recording". It contains several settings and a section for recording link information.

- Share this recording:** A toggle switch is turned on (blue).
- Publicly:** A radio button is selected (blue).
- Only authenticated users can view:** A radio button is unselected (grey).
- Viewers can download:** A toggle switch is turned on (blue).
- On-demand(Registration Required):** A toggle switch is turned off (grey).
- Password protect:** A toggle switch is turned off (grey).

**Recording Link Information**

Topic:  
Start Time : Dec 6, 2019 01:26 PM

Meeting Recording:  
[https://csusb.zoom.us/rec/share/wNFKPYzSqT9OHKv\\_5Hzcf\\_EqOq](https://csusb.zoom.us/rec/share/wNFKPYzSqT9OHKv_5Hzcf_EqOq)

Select, copy and paste the recording links. [Copy To Clipboard](#) [Close](#)

**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