

ZOOM CLOUD RECORDING

GENERAL INFORMATION

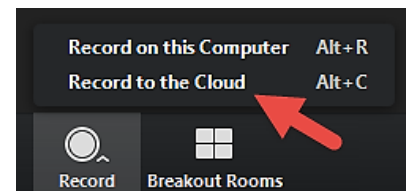
University of Wyoming faculty accounts have access to Zoom cloud recording; other UW accounts, including staff and students, can request access to Zoom cloud recording from the UWIT Service Desk (<https://uwyo.teamdynamix.com/TDClient/Requests/ServiceDet?ID=25636>).

1 GB of Zoom cloud storage is provided per account. Zoom cloud storage is cleared before each semester (notifications will be emailed prior to this action). Zoom cloud storage is a service for short-term, limited video file storage.

INSTRUCTIONS AND TIPS

It is highly recommended that you enable **Audio Transcripts** for all videos. This feature creates a text transcript as well as provides closed captioning so that the audio/video is accessible to everyone. For instructions, see *Automatically Transcribe Cloud Recordings* (<https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings->).

1. Select "Record to Cloud" when beginning the recording process. (If you do not have this option, contact the UWIT Service Center to request Zoom cloud storage.)
2. Once the meeting is ended, the video will be processed and saved to the Zoom cloud. (This can take substantial time.)
3. After processing/upload has been completed, you will receive a notification email that includes a link to view your video and a separate link to share the video with others. The share link can be copied and pasted into WyoCourses or an email. Viewers can then stream the content.



Your cloud recording is now available.

Topic: Alec Muthig's Zoom Meeting

Date: Jul 5, 2018 3:49 PM Mountain Time (US and Canada)

For host only, click here to view your recording detail (viewers cannot access this page):

https://uwyo.zoom.us/recording/detail?meeting_id=ujJyEEsORW%2BmHI5%2F3P0Few%3D%3D

Share recording with viewers:

https://uwyo.zoom.us/recording/share/Lj0LR-e_4kuNqbUXoFal1RnD3PpUCIHtp-i5YgnVD22wlumekTziMw

Thank you for choosing Zoom.

-The Zoom Team

4. Manage recordings from UW's Zoom website (<https://uwyo.zoom.us>).
 - o Select Recordings > Cloud Recordings > search for your recording > open the recording

- **Rename the video:** click the pen icon near the video's name
- **Play the video:** click on the video play button to review the video
 - When viewing the video, you can also **adjust the Playback Range**. Use this feature to set a time range for playback, cutting out unwanted sections at the beginning and end of the video.
 - Zoom does not include video editing tools. To edit your video, you will need to download the video and use a video editor such as Camtasia.
- **Copy shareable link:** copy/paste a share link into WyoCourses or an email
- **Share:** configure detailed share options, such as adding password protection and restricting the ability to download the video file

For more information, see Zoom Cloud Recording: <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-Recording>