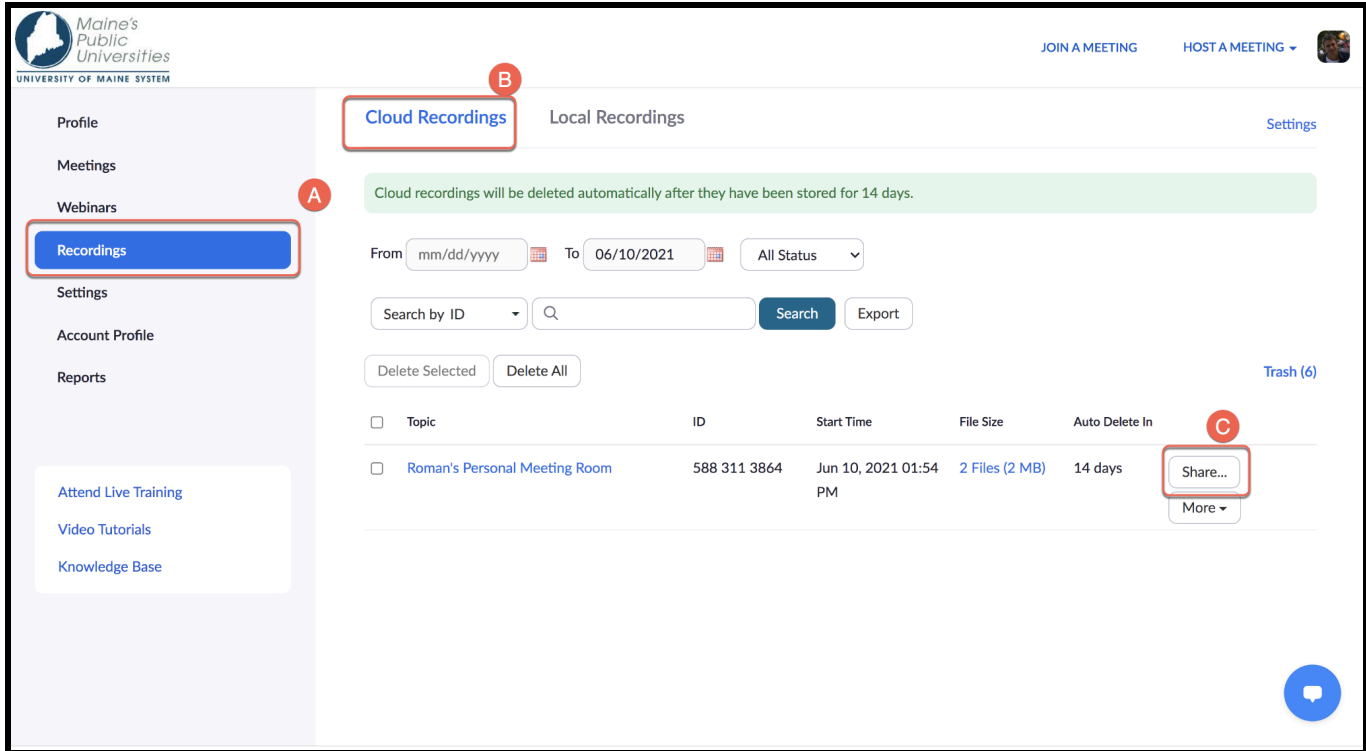


# Make Zoom Recordings Downloadable

1. Go to <https://maine.zoom.us/> and click **Sign In**.
2. Once signed in you will see a similar screen:



- a. Click **Recordings** on the left.
  - b. Make sure you are in **Cloud Recordings**.
  - c. Click **Share** to the right of the video you would like to share.
3. A new window will pop up:

Share recording - Roman's Personal Meeting... ✕

**Shareable Link**

https://maine.zoom.us/rec/share/dFuk8MB2Q1C29U9M43zaU4... Copy

**Who can view**

Everyone with the recording link ▼ (a)

**Share with specific people**

Enter a name or email address Send

Share Settings (b)

- Make sure to enable **Who can view** is set to **Everyone with the recording link**.
- Then go to **Share Settings**

Share Settings

☐ Set expiration date

☒ Viewers can download (c)

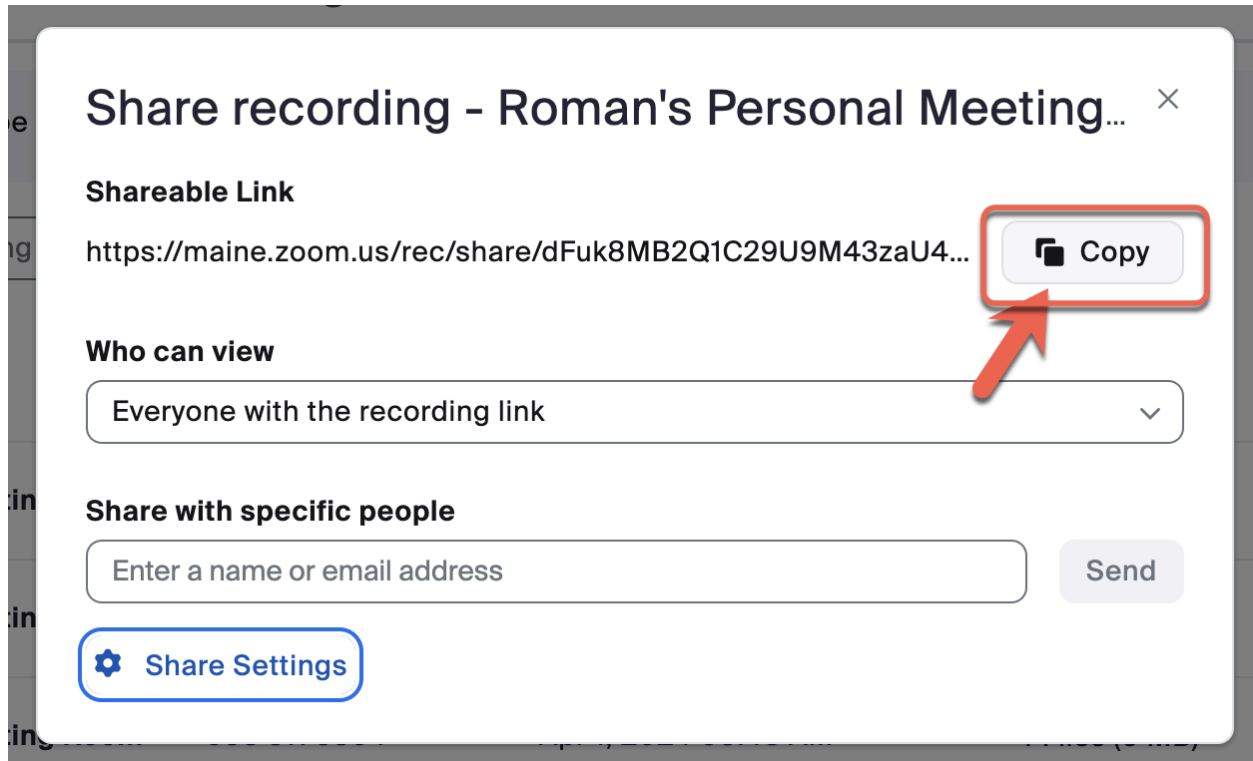
☒ Viewers can see transcript

☐ Viewers need to register to watch

☐ Passcode (d)

Save Cancel (e)

- c. Make sure that **Viewers can download** and **Viewers can see transcript** are enabled.
  - d. You can uncheck the **Passcode** requirement for easier access.
  - e. Hit **Save**
4. Back at the previous screen click **Copy** next to the link and share the link via email or in brightspace



5. Now a person who received the link to your recording will have an option to download it in the top right corner.

