



ZOOM RECORDINGS

To share your Zoom meeting recording, please follow the steps outlined in this tutorial. Please contact one of the district Educational Technology Specialists with any questions you may have.

RETRIEVING AND SHARING YOUR RECORDING

Option 1:

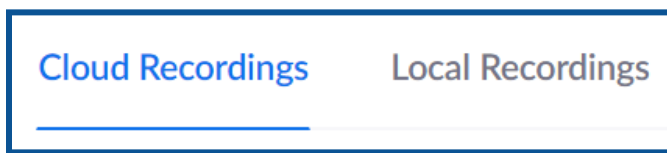
When you receive email notifications that your recording is ready, it will include a direct link to your video. You can share this link via Google Classroom for students that were not able to attend. If you do not receive these emails, you will want to check your settings in the Zoom account.

Option 2:

To access your recorded meetings directly in your Zoom account, please follow the following steps.



On the Zoom webpage, select **My Account** on the left-hand side. Click **Recordings**.



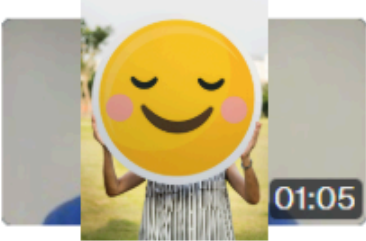
Choose the appropriate tab at the top of the page: **Cloud Recordings** or **Local Recordings**. A list of your recorded meetings will appear.

DOWNLOADING CLOUD RECORDINGS

Click on the video you wish to share. This will open options for sharing:

This recording will be deleted automatically in 120 days. [Disable auto-delete](#)

0 total views • 1 total downloads [Recording Analytics](#)



Recording 1

2 Files 7 MB

 Download

 Copy shareable link



The recording includes the files listed below:

-  Shared screen with speaker view
-  Speaker view

The shareable link can be added to Google Classroom.

OR

Two files will download to your computer. They will most likely appear in your **Downloads** folder. When you locate the files, you can share them via Google Classroom..

IMPORTANT: You will want to upload the one ending in “.mp4” to your Google Classroom and/or Google Drive.

Please note: all videos are automatically deleted from Zoom after 120 days.