

ZOOM RECORDING GUIDE

This guide is intended for the following uses:

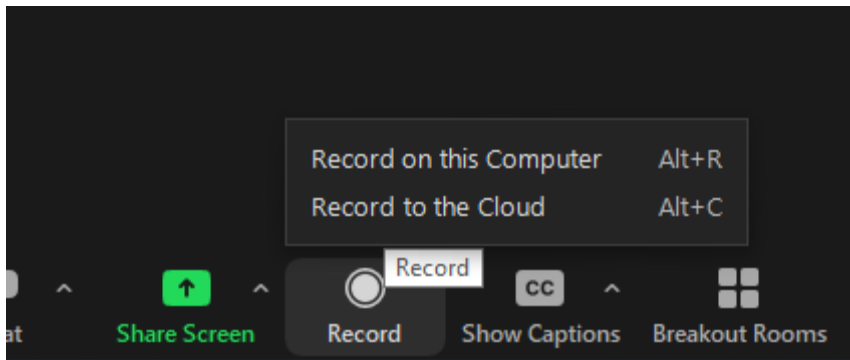
- For **campus partners** to be able to record and send topic-specific informational videos to NSTP for Advising & Orientation (A&O).
- For **orientation leaders** to record and send their welcome/intro video to NSTP for A&O.
- As a **general guide** for how to record and share videos with the NSTP office

Before starting your Zoom meeting

- Enable cloud recording <https://support.zoom.us/hc/en-us/articles/360060231472>

Once you start your Zoom meeting

- Turn on auto captions
- Rename yourself to reflect your preferred name, pronouns, and department
- Once you are ready and all presenters are present go ahead and start the recording
- Click “record” at the bottom of your zoom screen and then click “**record to the cloud**”



After your meeting

- Access your cloud recordings on Zoom
- Find the recording and click the “share” button

Cloud Recordings Local Recordings

Cloud recordings will be deleted automatically after they have been stored for 120 day(s). If you need to disable auto-delete for a single recording, please contact your administrator.

Search by topic or Meeting ID Search text in audio transcript [Advanced Search](#)

Topic	ID	Start Time	File Size	Auto Delete In	
<input type="checkbox"/> A&O Student or Family Meeting (fyp)	924 8105 7787	Dec 29, 2022 04:45 PM	9 Files (2.45 GB)	66 days	Share
<input type="checkbox"/> UW Family Conversation with Campus & Community Safety	957 7094 8552	Nov 1, 2022 04:49 PM	9 Files (2.11 GB)	8 days	Share ...

- When you click “share” you will get a pop up
- Click “share settings” on this pop up

Share recording - A&O Student or Family Me... ×

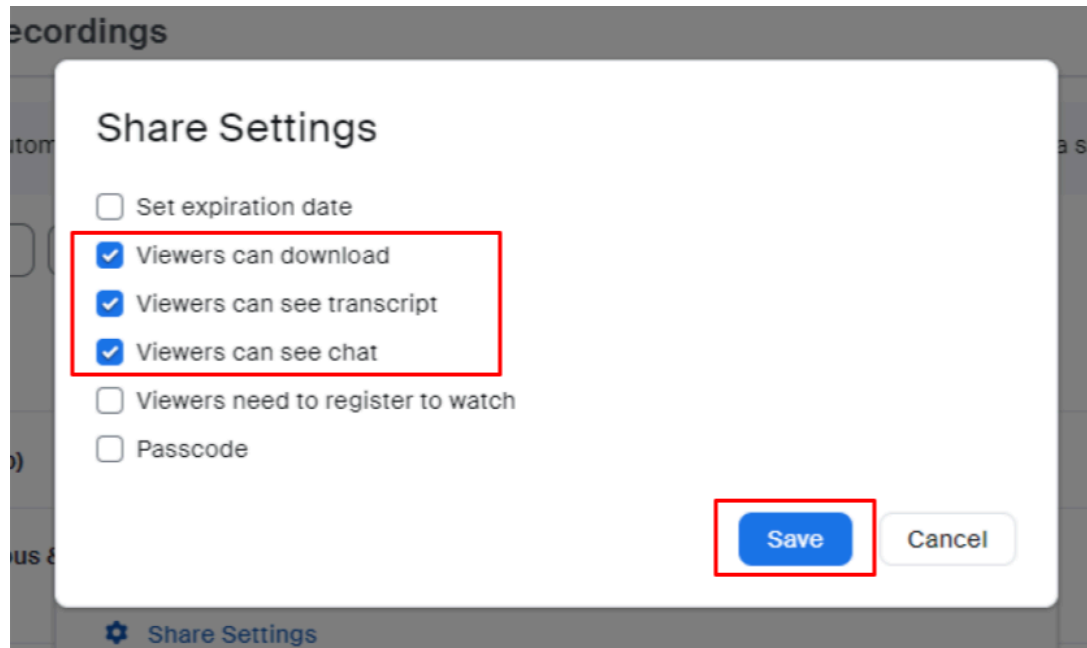
Shareable Link
<https://washington.zoom.us/rec/share/MjaZ3yyOJ6dNizKetG8...> [Copy](#)

Who can view
 Current UW Faculty, Students, and Staff

Share with specific people
 People added here will be emailed and can view
 [Send](#)

[Share Settings](#)

- On your share settings, select “viewers can download,” “viewers can see transcript,” and “viewers can see chat.”
- Then click “save”



- Ensure that the “who can view” dropdown is set to “current UW faculty, students, and staff”
- Copy the shareable link and send it in an email to and uwao@uw.edu

