ZOOM RECORDING GUIDE

This guide is intended for the following uses:

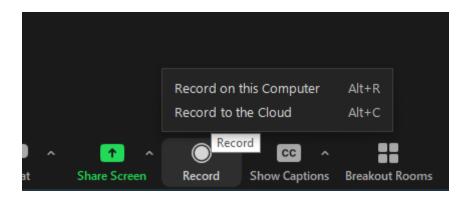
- For **campus partners** to be able to record and send topic-specific informational videos to FYP for Advising & Orientation (A&O).
- For orientation leaders to record and send their welcome/intro video to FYP for A&O.
- As a **general guide** for how to record and share videos with the FYP office

Before starting your Zoom meeting

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

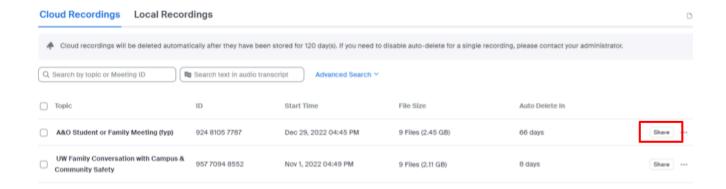
Once you start your Zoom meeting

- 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"

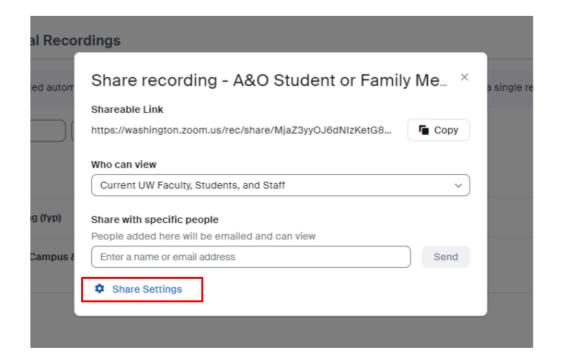


After your meeting

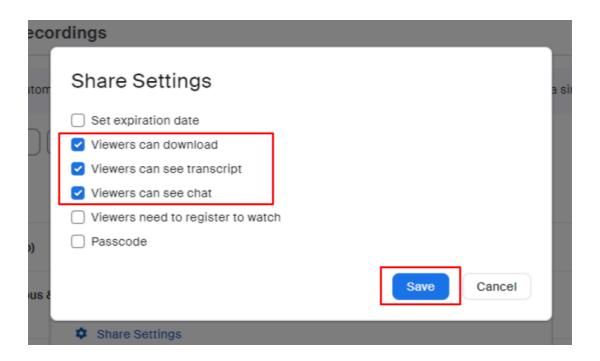
- Access your cloud recordings on Zoom
- Find the recording and click the "share" button



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



- 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

