Zoom Recording: Managing and sharing cloud recordings

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ZOOM: Managing and sharing cloud recordings

1. Sign in to your Zoom web portal.
2. In the navigation menu, click **Recordings**.
   You will see a list of cloud recordings that you started and have finished processing.
3. Adjust the date range and status, then search by host, meeting ID, topic, or keyword.
   Note: There is no limit on the date you can specify.

How to share, download, and delete cloud recordings

1. Access your cloud recordings as mentioned in the accessing recording management section.
2. Find the cloud recording you want to share, download or delete.

- To share:
  1. On the recording's page, click **Share**.
  2. In the **Share this cloud recording** pop-up window, adjust your sharing settings as desired.
  3. Click **Copy Sharing Information**, then navigate to your email or where you need to share the cloud recording, to paste the sharing information.
- To download:
  1. On the recording's page, click the **Download** button.
     Note: If accessing the recording as an admin, downloading cloud recordings is not an option.
- To delete:
  1. On the recording's page, click the **delete** icon .
  2. In the **Confirmation** pop-up window, click **Yes**.

Learn more about deleting cloud recordings.

Note: If accessing cloud recording as a user and auto-delete is enabled, you will have the option to disable auto-delete if the option is not locked by your admin.

Settings for sharing cloud recordings

Click **Share** to display the recording link information and sharing settings, such as disabling downloads from viewers and requiring a password to view. These settings are honored for any videos under the original recorded meeting.

- **Share this recording**: Allows the recording to be shared publicly or internally. Switch the toggle off if you want the recording to be private. If you share the recording, Zoom will create a web page where visitors can view the cloud recording.
- **Add expiry date to the link**: Allows you to set number of days or specific date when the link will expire for viewers.
- **Viewers can download**: Allows viewers to download the video in addition to viewing it online.
- **Viewers can see the transcript**: Allows viewers to see the auto transcript if Zoom was able to process one.
- **View recording on demand (registration required)**: Requires users to enter their name and email address before viewing or downloading the recording. The host will be able to download a report with this information.
- **Password protection**: Requires users to enter a password before viewing or downloading the recording. After toggling this to on, enter a custom password and click **Save**.
- **Copy Sharing Information**: Copies the link and password (if enabled) to your cloud recording. This link provides viewers with view access to all video clips available under the recorded meeting. Share this information to allow others to view the cloud recording.

Note: You can also change user-level recording settings.

How to view cloud recordings

1. Access your cloud recordings as mentioned in the accessing recording management section.
2. Based on the cloud recording setting selections, you will see different recording views.
   Notes:
   - You can click on any of those views to view the recording or listen to the audio.
   - When highlighting a view you can click the download button to download the recording, the link icon to share the recording link, or click the delete icon  to delete the recording.
   - Learn more about recording layouts.
3. Find the recording you want to view and click the topic.
   Note: If your meeting has not finished converting, the recording will show in the list with a **Processing Recording** label. Once the recording has finished converting, you will be able to view, share, download or delete your cloud recording.
4. Click the play icon  to play back the video.

Rename the recording meeting topic and display name

You can change the topic of your cloud recording as well as its display name. You can also view analytics, such as page views and downloads, for cloud recordings that you have shared internally or externally.

- While viewing your recording, click the pencil/edit icon  to the right of the recording topic, then change the topic as desired.
- Click the pencil/edit icon  to the right of the recording display name, then change as desired.