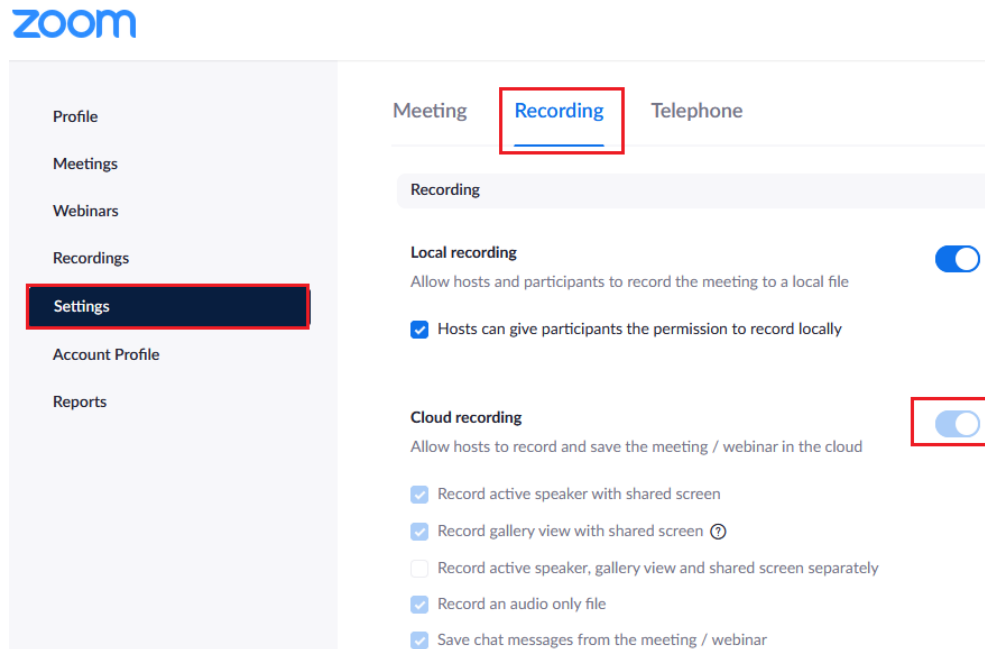


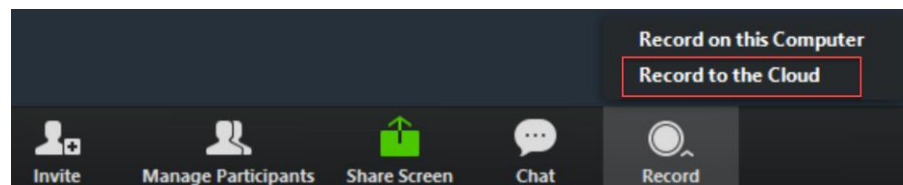
How-To: Record Your Meeting to the Cloud

1. Confirm that you are able to record to the cloud by logging into your FIU Zoom account through the [FIU Zoom Portal](#), selecting the “Settings” link on the left side of the screen and then selecting the “Recording” tab. The “Cloud recording” feature should be enabled.



If the “Cloud recording” feature is not enabled, please fill out the [Zoom cloud recording access form](#).

2. Once you have confirmed that you are able to record to the cloud, start a Zoom meeting through either the desktop application, website or Canvas integration.
3. Navigate to the bottom of the Zoom application and select the “Record” button on the bottom of the toolbar. Make sure to select “Record to the Cloud” option.



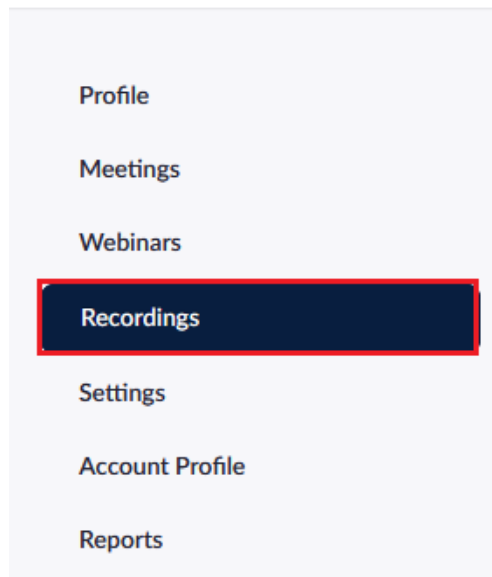
4. You should notice that on the top left of the Zoom meeting, an icon with a red dot will appear indicating that the meeting is being recorded. You may pause recording the meeting by clicking on the pause button or you may click on the stop button to finish recording your meeting.



Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host once the process is complete.

How to Share you Zoom Cloud Recording

To find your Zoom recordings, login to the [FIU Zoom web portal](#) and select the "Recordings" link on the left side of the screen.



To share your recording, select the “Share” button associated with your recording. You will have several options to modify your recording.

Share this cloud recording

Share this recording

Publicly

Only authenticated users can view

Add expiry date to the link

Viewers can download

On-demand(Registration Required)

Passcode protection

Sharing Information Hide ^

Topic: My Meeting -test recording
Start Time : May 5, 2020 11:59 AM

Meeting Recording:
<https://fiu.zoom.us/rec/share/WpZtjSAc1bl6p98U1CieZpvXAY5yElqNdleSEBJaEmSwMAfzHgJhEZwQdWbwfz8n.q>

Copy Sharing Information Done

- **Share this recording** – Enables you to share the recording
 - Publicly – Anyone with the recording URL will be able to view the recording
 - Only authenticated users can view – Allows only users with an FIU Zoom account to view the recording
- **Expiry Date** – Can allow you to add an expiration date to the recording
- **Views can download** – Allows viewers to download the Zoom recording
- **On-demand** – Requires viewers to register in order to view the recording
- **Passcode protection** – Requires viewers to input a passcode before being able to view the recording

These settings will only take effect when you share the Zoom recording through the meeting recording link. They will not pass through if you are sharing the recording through the Canvas Zoom integration.

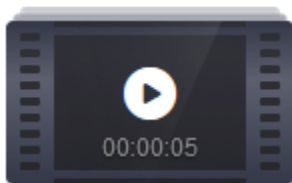
If you would like to keep track of which users view your recordings, enable the “Only Authenticated users can view” option and then select the name of the recording. Then, select the “Recording Analytics” link to view who has seen the recording.

[My Recordings](#) > [My Meeting -test recording](#)

My Meeting -test recording


May 5, 2020 11:59 AM Eastern Time (US and Canada) ID: 942 0858 3692

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



Recording 1


2 files 70 KB

 Download (2 files)

 Copy shareable link



 Shared screen with speaker view

 Audio only