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Zoom - Recording Management

Purpose: Instruct users to record a meeting and download a recording in Zoom as well as upload the recording to YouTube and Google Drive.

	Reference Guide Details
Guide Objectives	 Upon completion, the user will be able to Record a Zoom Meeting Download a Zoom Recording Upload a recorded meeting to Google Drive Upload a recorded meeting to YouTube
Revision Date	6/10/19

Error! Bookmark not defined. **Record a Zoom Meeting** Confirm Recording options are enabled Starting a Local Recording Starting a Cloud Recording **Download a Zoom Cloud Recording** From Email From umn.zoom.us Upload a recorded meeting to Google Drive

Upload a recorded meeting to YouTube Error! Bookmark not defined.

Additional Resources

Before you begin

This job aid will walk you through managing Zoom recordings. Additional How-To Instructions are available from the Office of Information Technology at https://it.umn.edu/technology/zoom, including downloading Zoom, scheduling meetings, starting a meeting, and more.

Record a Zoom Meeting

Confirm Recording options are enabled

- 1. In a web browser, go to <u>umn.zoom.us</u>. Log in with your UMN Internet ID. Click on **Settings** from the left main menu.
- 2. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Meeting	Recording	Telephone	
Recordi Features	ing		Status
Local record Allow hosts a		ecord the meeting to a local file	

3. Navigate to the **Cloud Recording** option and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it.



Starting a Local Recording

Only the meeting host can record a meeting or grant the ability to record to a participant.

- 1. Start a Zoom meeting as the host.
- 2. Click the **Record** button in the Zoom toolbar. If you do not see a record option, select **Open to full screen** and the record button should appear.



3. If there is a menu, select Record on this Computer.



Hosts will see the following recording indicator in the top-left corner while recording is active.



Participants will see the following indicator in the top-left corner while the recording is active.

4. To stop recording, click Stop Recording or End Meeting.



 After the recording has stopped, Zoom will convert the recording so you can access the files. Depending on your settings, Zoom may ask you to select where you would like to save your recording files. If this does not appear, by default, all recordings will be placed in a Zoom folder found in the following file path on these devices: PC: C:\Users\User Name\Documents\Zoom

Mac: /Users/User Name/Documents/Zoom

Zoom - Converting the meeting recording	×
You have a recording that needs to be converted before viewing	
	7
13%	
You may convert your recording later by double clicking .zoom file located in the recording folder.	

- Once the conversion process is complete, the folder containing the recording files will open. Zoom will create multiple files, by default, the audio/video file (MP4) will be named Zoom_0.mp4. The audio only file (M4A) is named audio_only.m4a.
- 7. There is no need to download a local recording as it is already saved to your computer. It is recommended that the MP4 file be used when uploading videos to other locations on the web.

Starting a Cloud Recording

Note: Only hosts and co-hosts can start a cloud recording. If you want a participant to start a recording, you can make them a co-host or use local recording.

To record a meeting to the cloud:

- 1. Start a meeting as the host.
- 2. Click the **Record** button in the Zoom toolbar. If you do not see a record option, select **Open to full screen** and the record button should appear.



3. Select **Record to the Cloud** to begin recording.

				Record on Record to t	this Computer the Cloud
L ∓ Invite	Ranage Participants	Share Screen	Çeve Chat	Record	

4. To stop recording, click **Stop Recording** or **End Meeting**.

2.	R 1	<u>l</u>	<u> </u>	~	P			2 End Meeting	
Invite	Manage Participants	Polls	Share		Chat	Pause/Stop Recording	Breakout Rooms		

5. Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed. Processing can take anywhere from several minutes to a few hours.

Download a Zoom Cloud Recording

Starting from Email

1. After a cloud-recorded meeting the host will receive an email similar to the one below. Processing can take anywhere from several minutes to a few hours.

Zoom <no-reply@zoom.us></no-reply@zoom.us>
to me 👻
Hi Erin O'Brien,
Your cloud recording is now available.
Cloud recordings will be deleted automatically after they have been stored for 365 days.
Topic: Erin O'Brien's Personal Meeting Room
Date: Jun 7, 2019 2:46 PM Central Time (US and Canada) 分段
For host only, click here to view your recording detail (viewers cannot access this page):
https://umn.zoom.us/recording/detail?meeting_id=RIgTAHd2R5iKTZPIp7oumg%3D%3D
Share recording with viewers:
https://umn.zoom.us/recording/share/6lx1hac8CXefxZ-NzZfP5mR1UmYm7PVZwd9gyM0ysCSwlumekTziMw
Thank you for choosing Zoom.
-The Zoom Team

- 2. Follow the first link in the email. It will take you to that meeting's recording management page on the Zoom Web Portal.
- 3. Click the download arrow on the **Shared screen with speaker view** line.

My Recordings > TRIRIGA DEMO DAYS: Energy Management Demo						
TRIRIGA DEMO DAYS: Energy Management Demo 🖌			A Share			
Apr 26, 2019 2:08 PM Central Time (US and Canada) ID: 686-205-564						
This recording will be deleted automatically in 323 days.						
Recording 1 3 files 66 MB 2 Download (3 files) Copy shareable link	Ļ					
Shared screen with speaker view	± @ 1	0 views this month	66 MB			
Real Audio transcript	200		36 KB			
Chat file			83 B			

4. When the download is complete, the file will appear in File Manager in the Downloads Folder.

Starting from the Zoom Web Portal

1. Sign in to the Zoom web portal at umn.zoom.us and click **Recordings**. You will see a list of cloud recordings on your account.

Clo	ud Recordings Local Recordings					Settings
Clo	ud recordings will be deleted automatically after they have been stor	ed for 365 days.				
From	MM/DD/YYY To 06/07/2019 All Status arch by ID • Search	• Export				Delete Selected Delete All Trash (6)
	Topic	ID	Start Time	File Size	Auto Delete In	
	Erin O'Brien's Personal Meeting Room	522-164-4028	Jun 07, 2019 14:46	1 File(11 MB)	365 days	Share More-
	TRIRIGA DEMO DAYS: Energy Management Demo	686-205-564	Apr 26, 2019 14:08	3 Files(66 MB)	323 days	Share More-
	TRIRIGA DEMO DAYS: Reporting Overview Demo	545-964-611	Apr 26, 2019 12:36	2 Files(62 MB)	323 days	Share More-
	TRIRIGA DEMO DAYS: Admin/Finance: Utility Accounting demo	719-383-912	Apr 23, 2019 08:52	3 Files(81 MB)	320 days	Share More-
	TRIRIGA DEMO DAYS: O&M Asset Tagging demo	793-865-154	Apr 22, 2019 14:41	3 Files(57 MB)	319 days	Share More-

2. You can search the recordings using the search menu at the top. You can adjust the date range and status, then search by Meeting ID, Topic, or Keyword.

From MM/DD/YYYY	То 06/07/2019	All Status 🔹
Search by ID	•	Search Export

3. Find the recording you want to view and click the topic.

Clo	ud Recordings Local Recordings					Settings
Clo	ud recordings will be deleted automatically after they have been sto	red for 365 days.				
From	MM/DD/YYY To 06/07/2019 All Status	•				
Se	earch by ID	Export				Delete Selected Delete All Trash (6)
	Торіс	ID	Start Time	File Size	Auto Delete In	
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4. Click the download arrow on the Shared screen with speaker view line.



5. When the download is complete, the file will appear in File Manager in the Downloads Folder.

Upload a recorded meeting to Google Drive

- 1. Download recording following the steps above.
- 2. Navigate to the Google Drive folder where you would like to upload the recording.
- 3. Right click and select Upload Files.

	Drive	٩ :	Search Drive					
(+	New	Shared with me > EAM Phases 3-6 > 00 Meetings > Recordings -						
•	My Drive	Name 个						
•	Team Drives		Admin Support Recordings	Ŧ	New folder			
	Shared with me		Construction Projects	ŧ	Upload files	łm		
G	Recent		Construction Projects Design Session-	Ť	Upload folder	Ŭ		
*	Starred		Construction Projects Functional Desi	E	Google Docs Google Sheets	>		
i.	Trash		Cross Functional Review Sessions		Google Slides	>		
0	Storage		EAM System Campus Visit 20170314		More	>		

4. Select the file you would like to upload and select **Open**.

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File Home Share View				~ 🕜
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 Quick access OneDrive This PC Network 	April Demo Days • O&M Asset Tagging Recording			
1 item				

5. Google Drive will notify you when the upload is complete.



Upload a recorded meeting to YouTube

- 1. Download recording following the steps above.
- 2. In a web browser, go to <u>www.youtube.com</u>. Select **Sign In.** Log in with your UMN Internet ID or the EAM Team internet ID if you would like to upload the video to the EAM Team channel.
- 3. <u>Click on the camera in the upper right hand corner</u>. Then select **Upload Video**.



4. Click on the arrow to select files to upload. Or drag and drop the file you would like to upload, if you choose this option, skip to step 6.



5. Select the file you would like to upload and select **Open**.



6. Edit your Title, description and tag, if you wish. On the right hand side of the screen, select the drop down menu that is defaulted to **Public** and change it to **Unlisted**.

April Demo Days - O&M Asset Tagging Recording	3 3
Description	New! Premieres Make it a moment! Build the hype and get fans excited about your next video. • Schedule your Premiere
Tags (e.g., albert einstein, flying pig, mashup)	Share your watch page URL with your fans Chat with fans before and during the Premiere Watch the Premiere with fans in real time Learn more Premiere
	Public Public Unlisted Private Scheduled

7. Choose a thumbnail from the bottom of the screen.

VIDEO THUMBNAILS 🕜			
	EMENaad Digging - Banatia Devolta 1 - Burloon demontonic proposes are burly	EAST-Asset Degreg	Custom thumbnail
	policinal for used mailed approved. • Constant in Notable (International Approximation) • Special Constant Approximation (In	Guestion?	Maximum file size is 2 MB.
EM	EM	EM	

8. When it is done processing, click **Publish**.



Additional Resources

UMN Office of Information Technology How-To Instructions for Zoom

Zoom Help Center