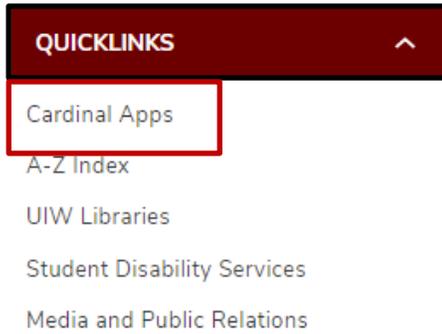


# Record and Share Zoom Sessions

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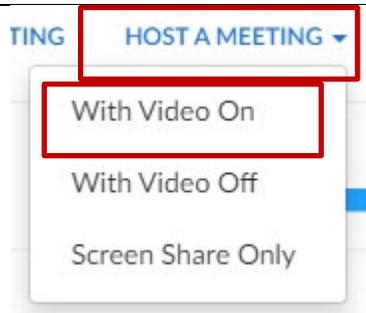
1. Go to [www.uiw.edu](http://www.uiw.edu) and click **MENU** (located on the top-left of the screen)



2. Click **Quick Links**
3. Click **Cardinal Apps**



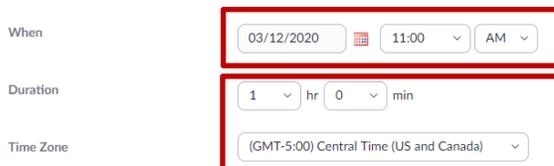
4. Locate the **Zoom App** and click it



5. In the upper right, click **HOST A MEETING**
6. Choose a **Video Option** – we suggest *With Video On*



7. You may also schedule a meeting for a future date. Click **SCHEDULE A MEETING**



8. Set the **date and time**
9. **Duration and time zone** are pre-set at defaults and *do not need to be changed*
10. Click **Save** to schedule the meeting.

*You will receive notification before the scheduled meeting start time that the meeting will begin soon.*



## Record

Click Record to record the session

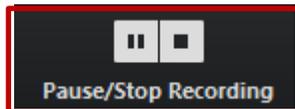
There are two options:

- Record on this Computer
- Record to Cloud



We recommend **Record to cloud**. As soon as the recording is available, *you will receive an email with a link to download it*

**Note that the link to the recorded meeting will be available for 30 days**



- After clicking record, the button changes allowing the host to *pause or stop* the recording.



## End Meeting

Click **End Meeting** to end the meeting



When the meeting ends, you will receive an *email regarding the availability of your recording*

## Share and Save a Zoom Recording



1. Open the email

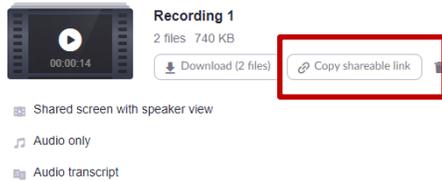
Your cloud recording is now available.

Topic: Terence Peak's Personal Meeting Room  
Date: Mar 10, 2020 04:29 PM Central Time (US and Canada)

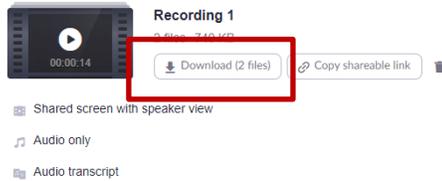
2. Click the **recording link**

For host only, click here to view your recording detail (viewers cannot access this page):  
[https://uiw.zoom.us/recording/detail?meeting\\_id=JR8BVevhQdq47R9HdQjVRw%3D%3D](https://uiw.zoom.us/recording/detail?meeting_id=JR8BVevhQdq47R9HdQjVRw%3D%3D)

Mar 10, 2020 04:29 PM Central Time (US and Canada) ID: 210-218-8795  
0 total views • 0 total downloads [Recording Analytics](#)



Mar 10, 2020 04:29 PM Central Time (US and Canada) ID: 210-218-8795  
0 total views • 0 total downloads [Recording Analytics](#)



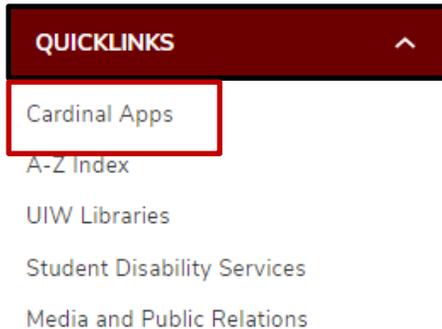
3. There are two options; *Download and Share*.
4. Click **Copy shareable link**, and email it to students through Blackboard
5. You can also post the link in a **Blackboard Announcement**. See *the Announcement tutorial for details*
6. Click **Download** to download and save the recording to your desktop. You can then upload the link to Blackboard like any other video, or you can upload the link to Office 365 Stream.

## Upload Video to Stream

Microsoft Stream allows you to upload, view, and share videos securely. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration.



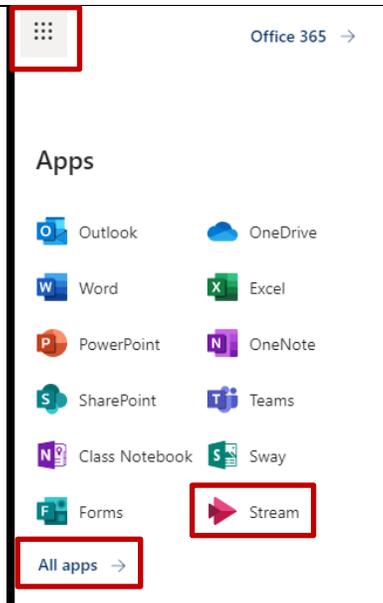
1. Go to [www.uiw.edu](http://www.uiw.edu) and click **MENU** (located on the top-left of the screen)



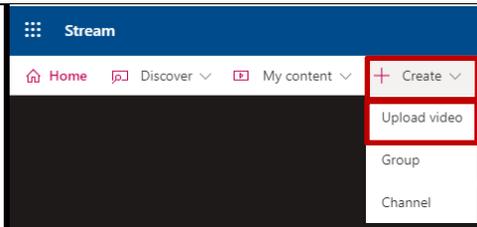
2. Click **Quick Links**
3. Click **Cardinal Apps**



4. Locate the **Outlook App** and click it



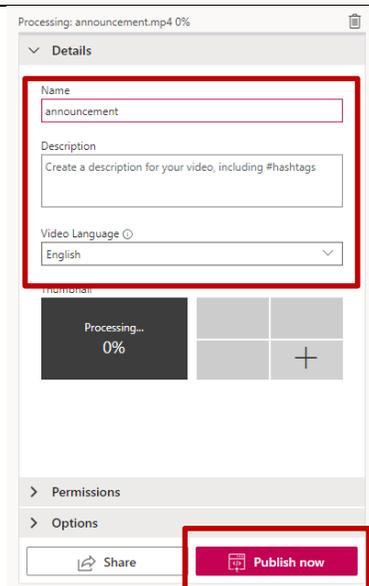
1. Open your mail account and click the “Waffle”  to open the O365 Apps directory and click **Stream**  Stream
2. If you don't see Stream under the *Apps List*, click **All Apps** and Stream will be listed there, alphabetically



3. Click **Create**
4. Click **Upload Video**



5. Click **Browse** to locate the video you want to upload
6. Double-click the **video** to upload it



7. Add a *name, description and choose a language*
8. Click **Publish Now**. In a few minutes, your video will upload and ready to share.
9. *Note that your meeting will remain private – that is, it won't be available to other users until it has been shared.*

10.

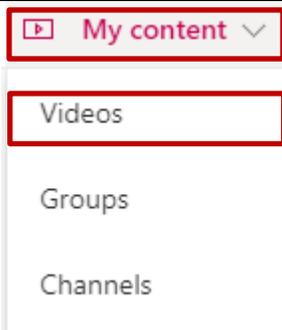
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11.

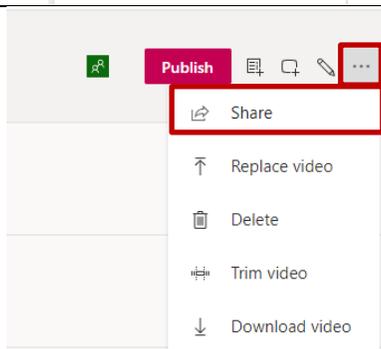
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## Share a video

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1. Locate and click **My content**
2. Choose **Videos** from the list



3. Click the **Elipsis**
4. Click **Share** from the list

Direct link to video

<https://web.microsoftstream.com/video/20c272ac-4212-4739-a330-b7be3db30866>

Please click

Copy

5. Click **Copy** to *copy the link*
6. **Email** the shared link to users.

Note that the link can be shared to both *uiw.edu* and *non-uiw.edu* users

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