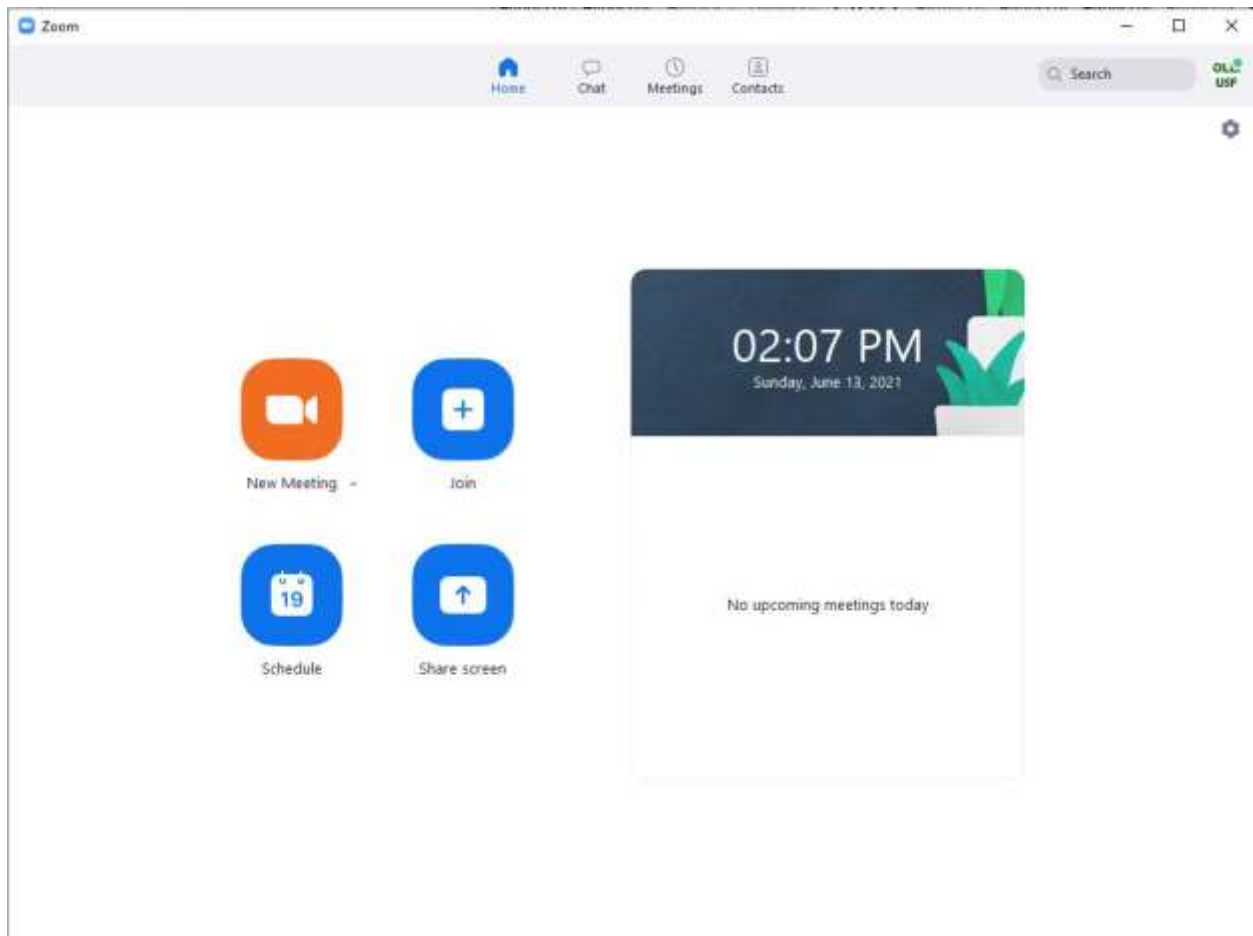


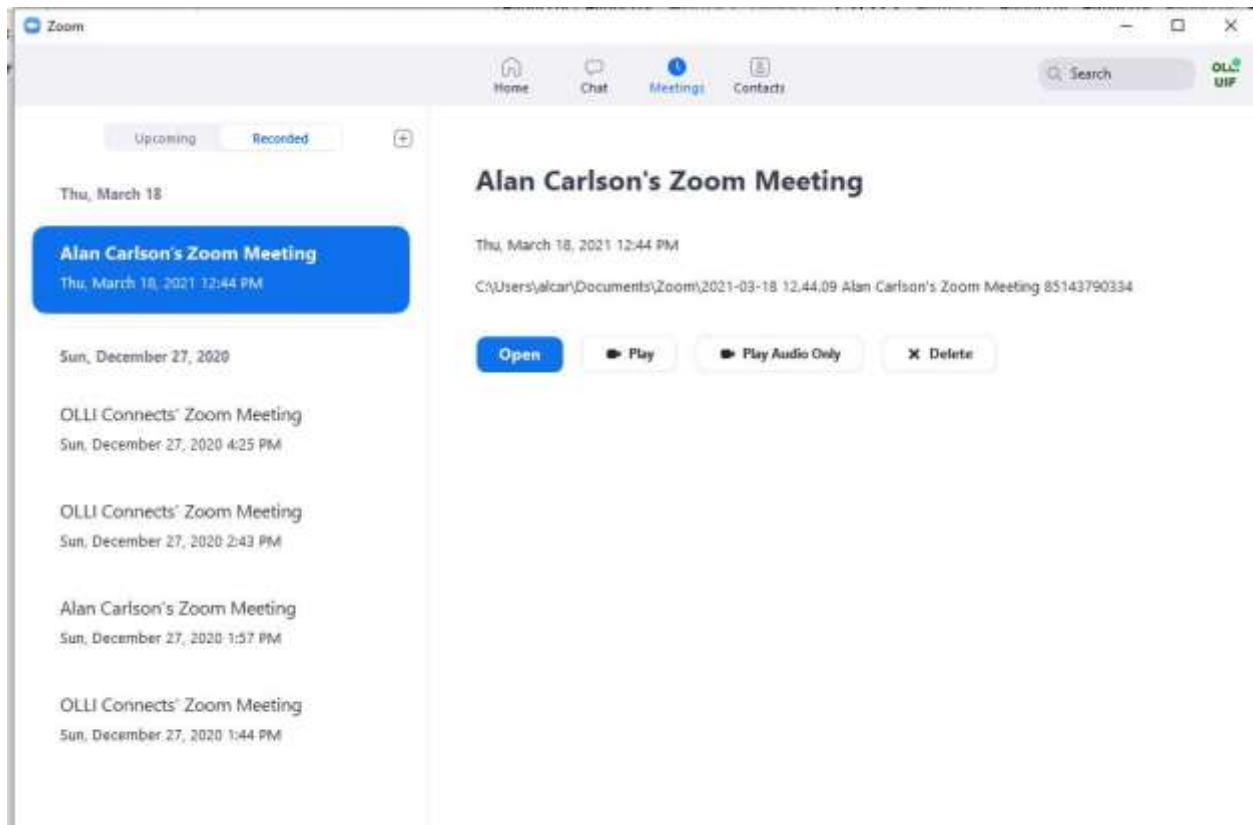
Cloud Recordings – Retrieving and Sharing

Once you have created a recording to the Zoom cloud, here is how to retrieve it and share it.

Click on the Zoom icon on your PC and—if necessary—log in. You'll see your version of this



Click on Meetings at the top. You'll see your version of this



Click on **Recorded**. You'll see your version of this.

Find the recording you want.

Click on **Share**

The screenshot shows the Zoom Recordings interface. At the top, there is a navigation bar with links for 'REQUEST A DEMO', '1.888.799.0123', 'RESOURCES', and 'SUPPORT'. Below this is the Zoom logo and navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right side of the navigation bar are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A left sidebar contains navigation options: Profile, Meetings, Webinars, Recordings (highlighted in blue), Settings, Account Profile, and Reports. Below the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Cloud Recordings' and 'Local Recordings'. A tooltip points to the 'Local Recordings' tab, stating: 'The Local Recordings tab lists the recording files that were recorded on your computer.' Below the tabs, there is a 'From' dropdown menu with a placeholder 'mm/dd/yy', a search bar with 'Search by ID', a search button, and an 'Export' button. There are also 'Delete Selected' and 'Delete All' buttons. A 'Trash (2)' link is visible on the right. The main content area displays a table of recordings with columns for 'Topic', 'ID', 'Start Time', and 'File Size'. Each row includes a 'Share...' button and a 'More' dropdown menu. The recordings listed are all titled 'Gentle, Mindful Yoga (May)' with ID 859-4438-7768. The start times are Jun 8, 2021 09:40 AM, Jun 1, 2021 09:34 AM, May 25, 2021 09:44 AM, and May 18, 2021 09:25 AM. The file sizes are 2 Files (320 MB), 2 Files (322 MB), 2 Files (341 MB), and 2 Files (351 MB) respectively. A blue speech bubble icon is located at the bottom right of the interface.

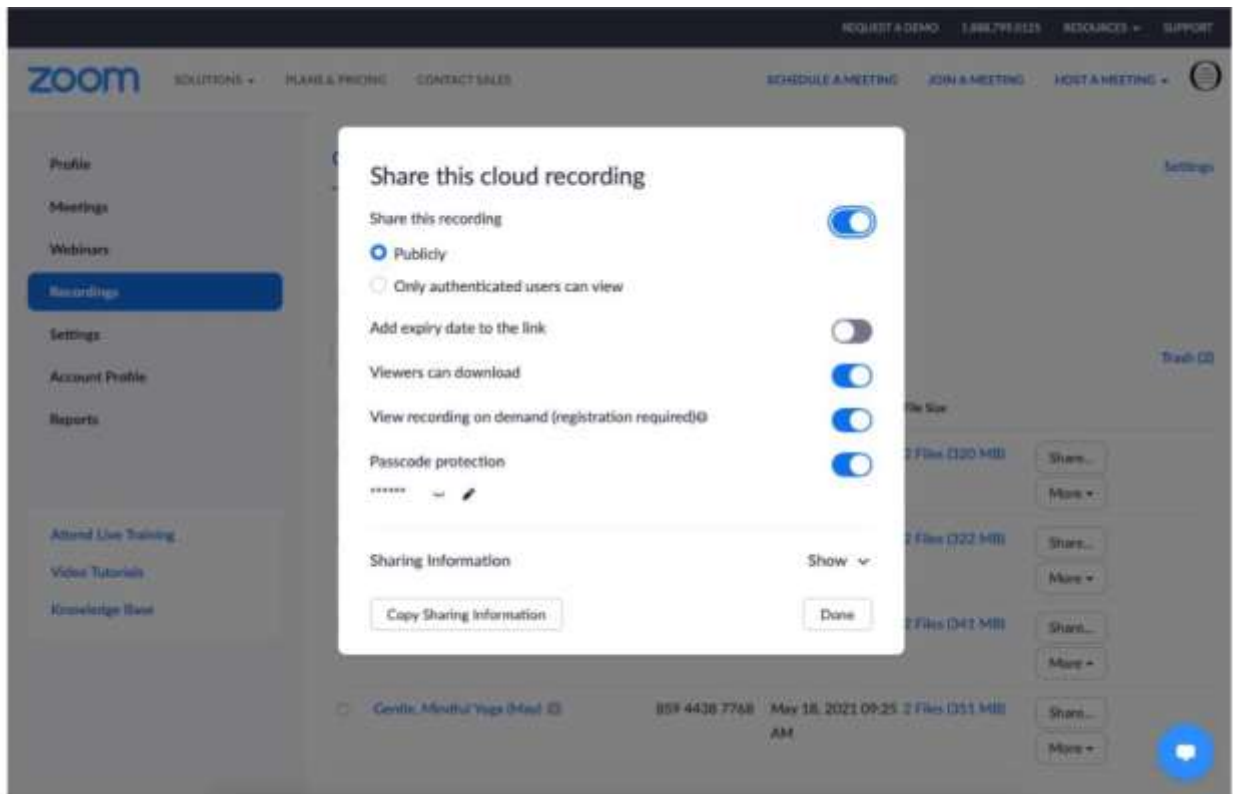
| Topic | ID | Start Time | File Size |
|----------------------------|---------------|-----------------------|------------------|
| Gentle, Mindful Yoga (May) | 859-4438-7768 | Jun 8, 2021 09:40 AM | 2 Files (320 MB) |
| Gentle, Mindful Yoga (May) | 859-4438-7768 | Jun 1, 2021 09:34 AM | 2 Files (322 MB) |
| Gentle, Mindful Yoga (May) | 859-4438-7768 | May 25, 2021 09:44 AM | 2 Files (341 MB) |
| Gentle, Mindful Yoga (May) | 859-4438-7768 | May 18, 2021 09:25 AM | 2 Files (351 MB) |

Enter your parameters

Click **Copy Sharing Information**

Click **Done**

Create an email to those you want to share with and **Paste** the sharing information into it.



2021-06-13

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