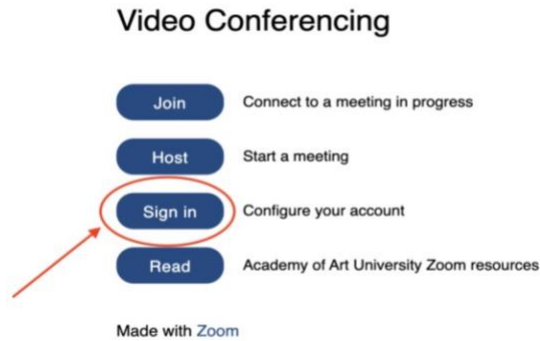


Zoom Admin Accounts - How to Locate and Share User Recordings

Step 1: Open a new browser window and go to art.zoom.us. Click the **Sign in** button.

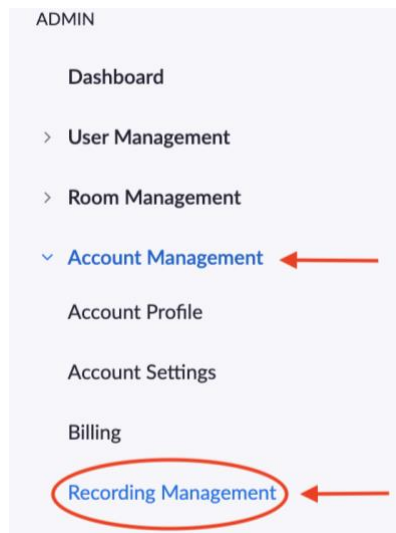


You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

**Additional Notes:*

- This is the same email address and password that you use to log in to your Outlook and Workday.
- academyart.edu for full-time faculty, i.art.edu for part-time faculty.
- For academyart.edu password help/reset, contact IT Help Desk: (415) 618-6400 or itservicesdesk@academyart.edu
- For i.art.edu password help/reset, please contact the Online Help Desk: (415) 618-3545 or online@academyart.edu

Step 2: On the left side of your screen, click ">" *Account Management* tab, then click on **Recording Management**.



Step 3: Enter the *date* of the recording you are looking for. Enter the *host email* of the recorded session. Click **Search**.

From To

Step 4: Click on the *topic* of the recording.

<input type="checkbox"/>	Host	Topic	ID	Start Time	File Size	Storage Location	
<input type="checkbox"/>	yomichovska@academyart.edu	Prep Meeting	994 6129 0250	Apr 12, 2021 02:03 PM	3 Files (1 MB)	United States	<input type="button" value="Share..."/> <input type="button" value="More"/>
<input type="checkbox"/>	yomichovska@academyart.edu	Prep Meeting	994 6129 0250	Apr 12, 2021 01:54 PM	2 Files (4 MB)	United States	<input type="button" value="Share..."/> <input type="button" value="More"/>

Step 5: Click copy shareable link and then paste your link to your participants via email, discussion area in LMS, announcement in LMS, etc.

Recording Management > Prep Meeting

Prep Meeting

Apr 12, 2021 02:03 PM Pacific Time (US and Canada) ID: 994 6129 0250

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

Recording 1

Shared screen with speaker view 747 KB

Audio only 635 KB

Audio transcript 627 B