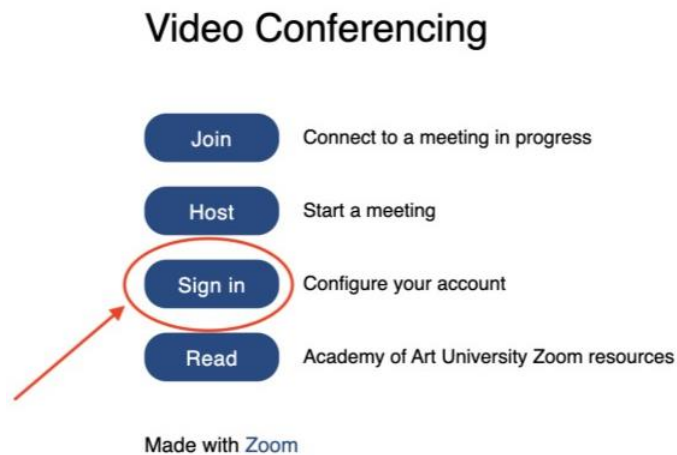


How to Allow Users to Download Zoom Cloud Recordings

For the meeting topic you'd like downloadable to viewers – follow the steps below:

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

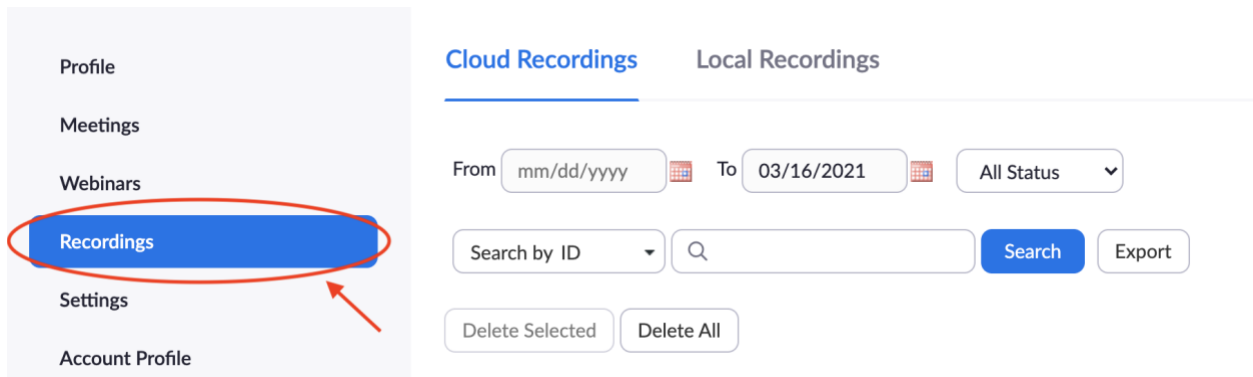


You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

**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 itservicedesk@academyart.edu
- For *i.art.edu* password help/reset, please contact the Online Help Desk: (415) 618-3545 or online@academyart.edu

Step 2: Go to your **Recordings** tab.



Profile
Meetings
Webinars
Recordings
Settings
Account Profile

Cloud Recordings Local Recordings

From mm/dd/yyyy To 03/16/2021 All Status

Search by ID Search Export

Delete Selected Delete All

Step 3: Locate the recording you would like to make downloadable, click **Share...**

Topic	ID	Start Time	File Size	Storage Location	
Advanced Workflows: Product/Transportation Design	929 4289 5268	Mar 15, 2021 04:00 PM	3 Files (835 MB)	United States of America	Share... More

Step 4: Toggle on **Viewers can download** (to the right and blue).

Share this cloud recording

Share this recording

Publicly

Only authenticated users can view

Add expiry date to the link

Viewers can download

One or more video files in this recording have a set playback range. Please note that viewers will be able to download the full-length recording and all relevant files.

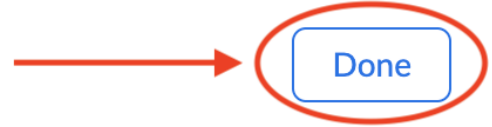
Step 5: Click Done

*After completing steps above to the *specific* cloud meeting recording, the option to download will be available to participants who click the link in browser.

Sharing Information

Show ▾

Copy Sharing Information



Feel free to email onlineoffice@academyart.edu if you have additional questions.