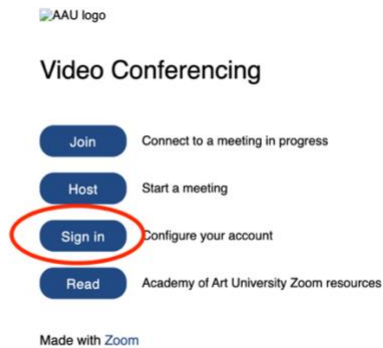


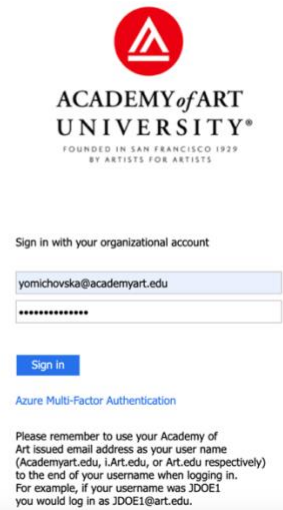
How to Record in Zoom Sessions and How to Access Recordings

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

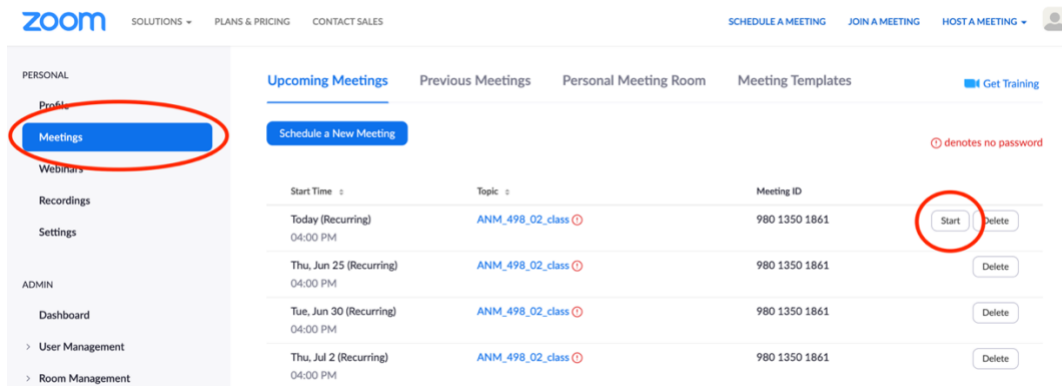


You will then be taken to the academy log in page. Enter your Academy email address and password.

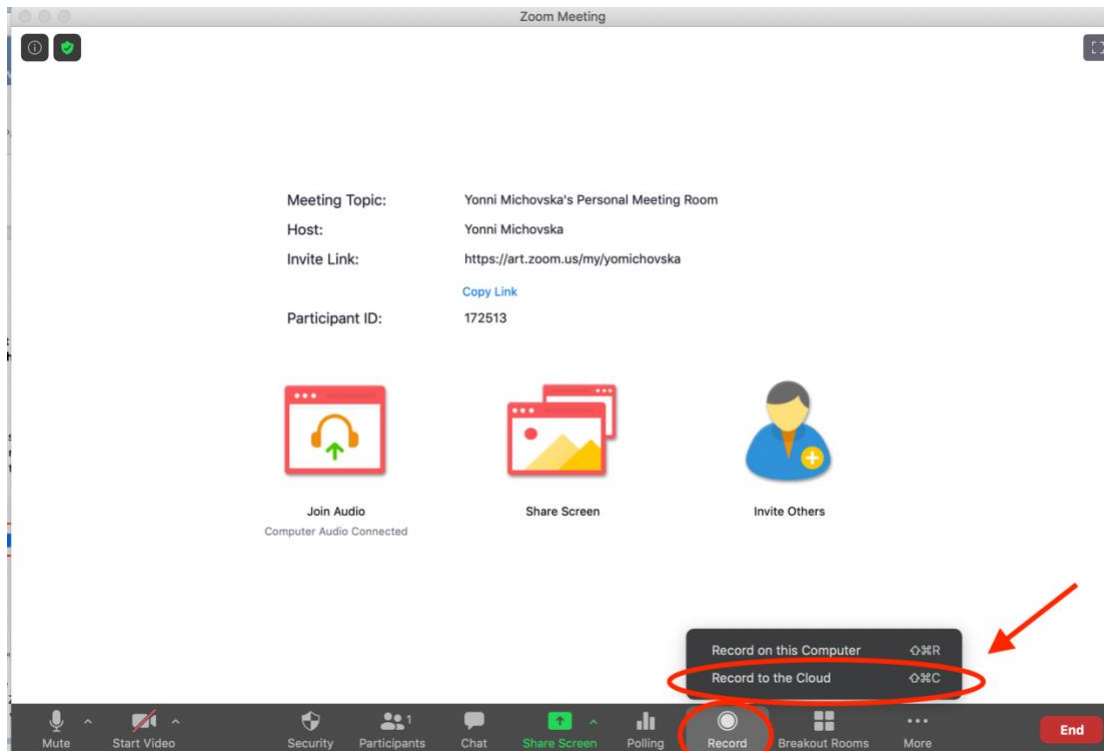
- This is the same email address and password that you use to log into your Outlook and Workday.
- *academyart.edu* for full time faculty, *i.art.edu* for part time faculty.

A screenshot of the Academy of Art University login page. At the top is the university's logo, a red circle with a white triangle inside, followed by the text 'ACADEMY of ART UNIVERSITY' and 'FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS'. Below this is the text 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'yomichovska@academyart.edu' and the second contains a masked password '*****'. A blue 'Sign in' button is located below the password field. Underneath the button is the text 'Azure Multi-Factor Authentication'. At the bottom, there is a note: 'Please remember to use your Academy of Art issued email address as your user name (Academyart.edu, I.Art.edu, or Art.edu respectively) to the end of your username when logging in. For example, if your username was JDOE1 you would log in as JDOE1@art.edu.'

Step 2: From your Zoom profile page, click on the *Meetings* tab at the left of your screen. Select the meeting you would like to start and click the **Start** button to the right.

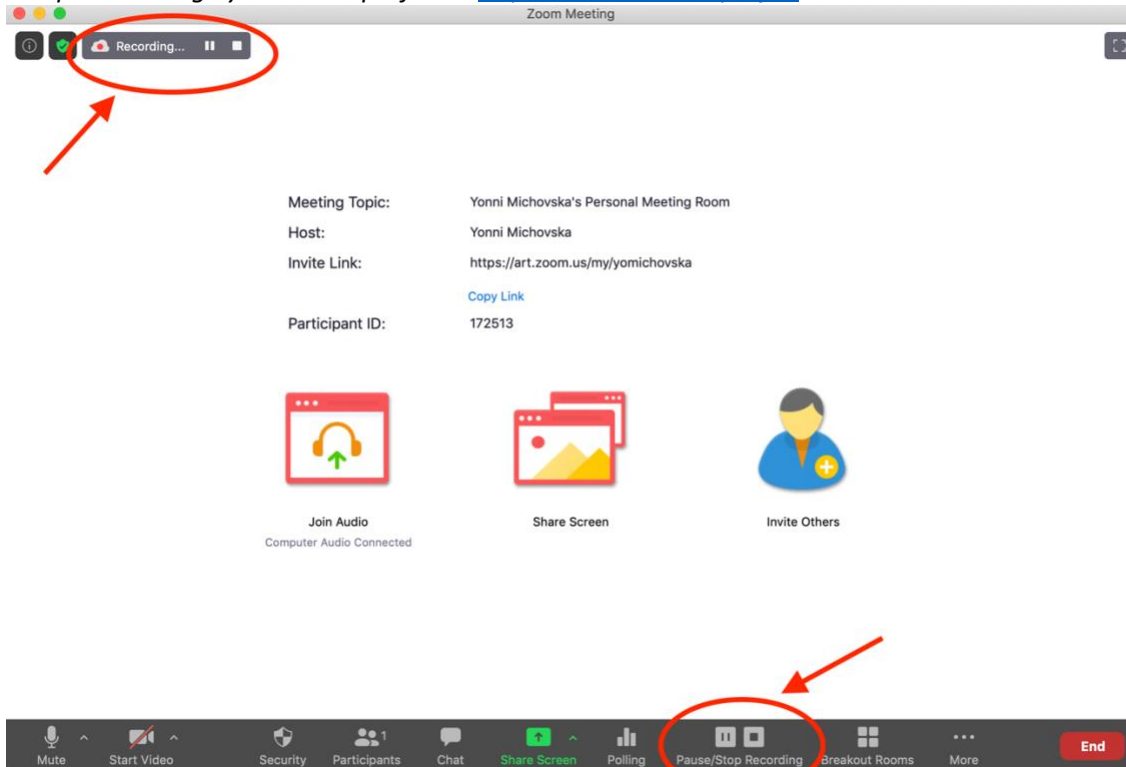


Step 3: When you have opened your Zoom meeting, you will see a black tool bar with icons. Locate the *Record* icon and click **Record to the Cloud**.

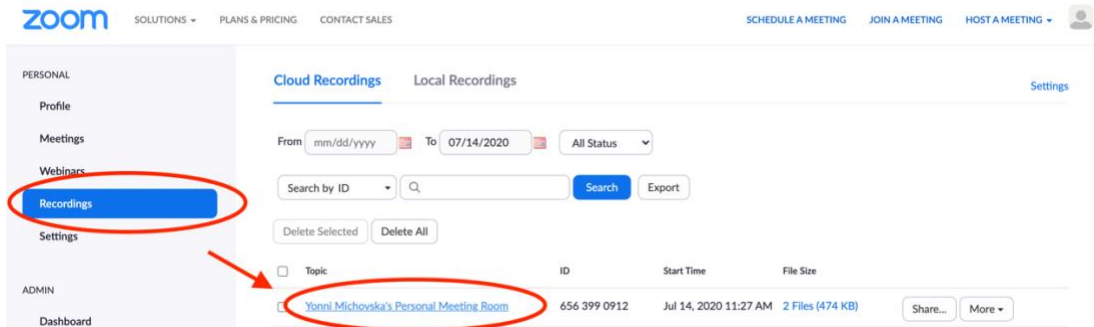


Step 4: Once you are recording, you will see a cloud icon with a red blinking dot in the top left corner of your Zoom screen. To pause or stop the recording you have two options. You can do so in the top left corner or at the bottom along your black tool bar.

**Make sure to remember to STOP RECORDING when you are finished. Your recording will then process and you will receive an email from Zoom with a sharable link. You can also access all your recordings in one place through your Zoom profile at <https://art.zoom.us/profile>*





Step 5: Go to your Zoom profile by logging into <https://art.zoom.us/profile>. Click the *Recordings* tab on the left side of your screen.



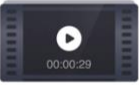
Step 6: Click **copy shareable link** and then paste your link to your students via email, discussion area in LMS, announcement in LMS, etc.




My Recordings > Yonni Michovska's Personal Meeting Room


Yonni Michovska's Personal Meeting Room 


Jul 14, 2020 11:27 AM Pacific Time (US and Canada) ID: 656 399 0912 


0 total views · 0 total downloads [Recording Analytics](#)

 **Recording 1**
2 files · 474 KB

 Shared screen with speaker view 276 KB

 Audio only 197 KB

 Audio transcript Unable to transcribe