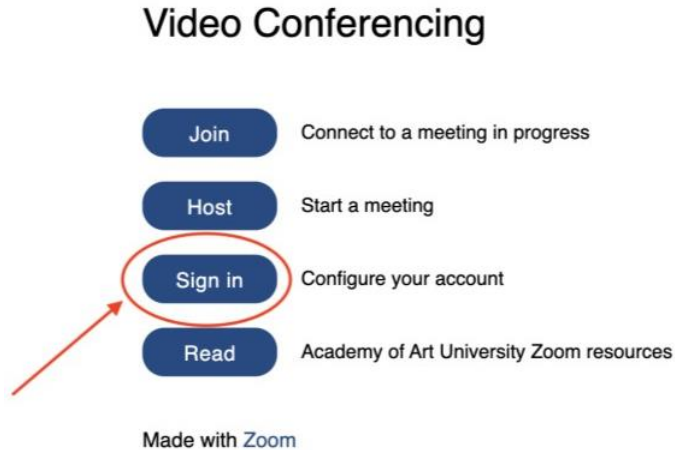


Sharing a Zoom Cloud Recording in Gallery View

With this setting, your recording will display a grid layout of participants' video. When screen sharing, participants' video will appear in the top-right corner of the window. The gallery view recording can display a maximum of 25 participants. If a participant is not on video, the cloud recording will display their name.

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

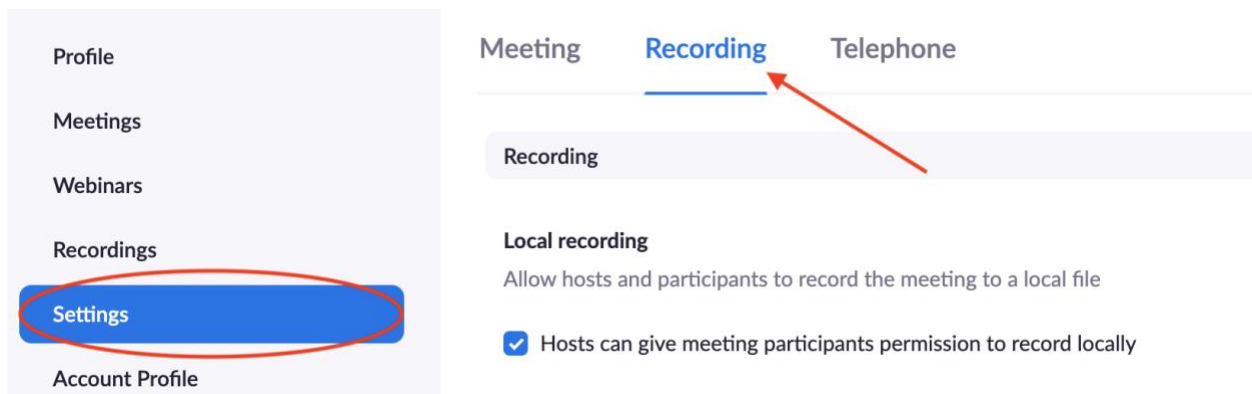


You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

*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 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 **Settings** tab. Click **Recording** at the top of your screen for recording settings.



Step 3: Checkmark the box that says “Record gallery view with shared screen.” Click **Save**.

Cloud recording



Allow hosts to record and save the meeting / webinar in the cloud

- Record active speaker with shared screen
- Record gallery view with shared screen ?
- Record active speaker, gallery view and shared screen separately

Step 4: Open your Zoom meeting and record to the cloud. When your cloud recording has been processed. Go to <https://art.zoom.us/recording>. Log in with your Academy email credentials.

Step 5: Click on the title of the recording you’d like to access and share.

<input type="checkbox"/>	Sip and Sketch - Vistage Family & Friends - Wine Tasting & Drawing Class	942 5223 9211	Sep 10, 2020 04:30 PM	5 Files (1.61 GB)	Share...	More ▾
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Step 6: Locate the “Shared screen with gallery view” option and click the middle link icon to copy recording link for sharing. Paste this copied link in email or discussion page to share.

Recording 1 ✎
5 files 1.61 GB

[Download \(5 files\)](#) [Copy shareable link](#)

	Shared screen with speaker view	881 MB
	Shared screen with gallery view	725 MB