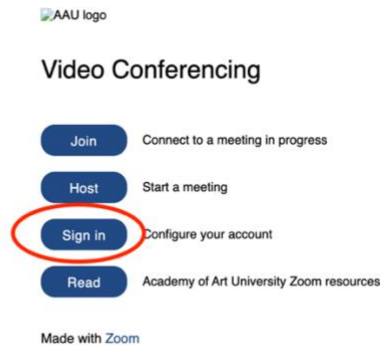


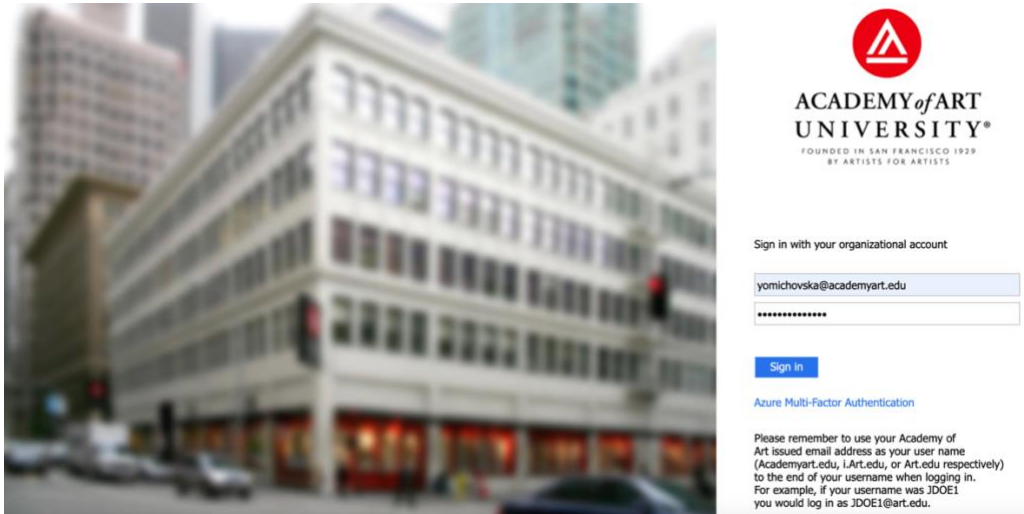
## How to Trim Recordings in Zoom

**Step 1:** Open a new browser window and go to [art.zoom.us](https://art.zoom.us). Press the *Sign In* button.

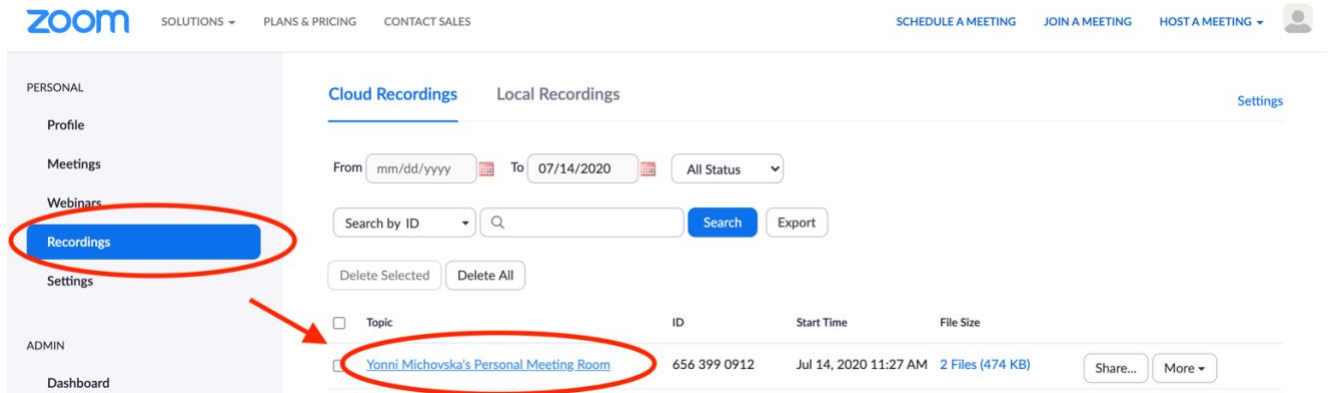


You will then be taken to the academy log in page. Enter your Academy email address and password.

- 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.



**Step 2:** Click on the Recording tab and select the recording you'd like to trim.



zoom SOLUTIONS → PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings**
- Settings

ADMIN

- Dashboard

Cloud Recordings Local Recordings Settings

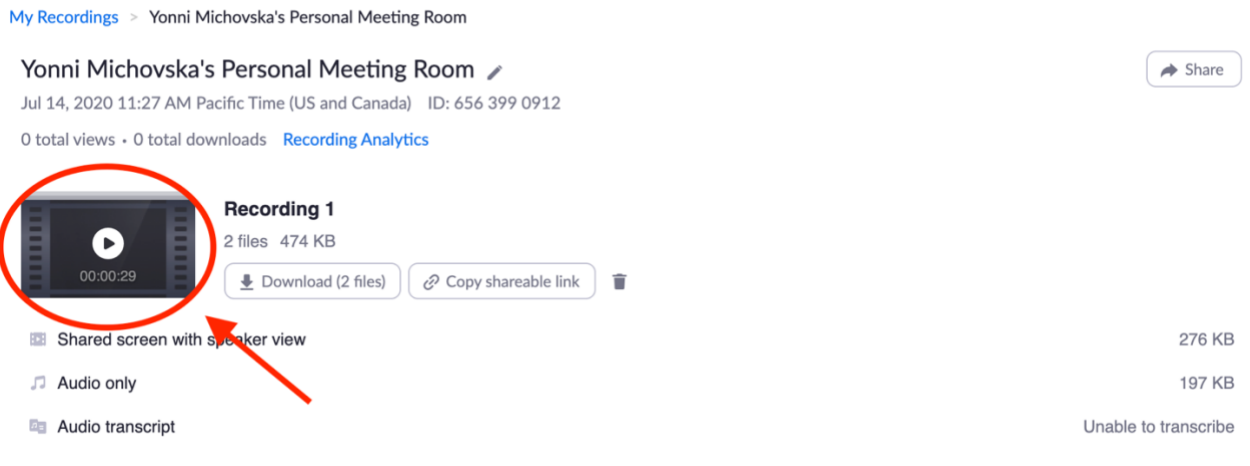
From  To  All Status

Search by ID  Search Export

Delete Selected Delete All

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input checked="" type="checkbox"/>	<a href="#">Yonni Michovska's Personal Meeting Room</a>	656 399 0912	Jul 14, 2020 11:27 AM	2 Files (474 KB)	Share... More

**Step 3:** Press *play* to open up the recording.



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 Share

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

**Recording 1**  
2 files 474 KB

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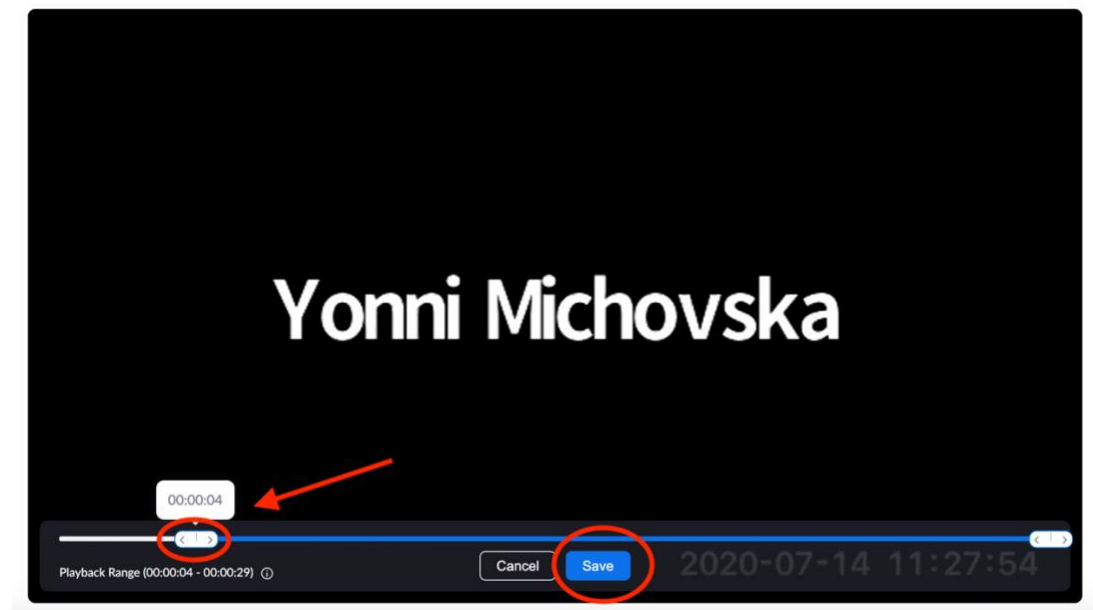
- Shared screen with speaker view 276 KB
- Audio only 197 KB
- Audio transcript Unable to transcribe

**Step 4:** Click on the *scissor* icon at the bottom right of your screen.



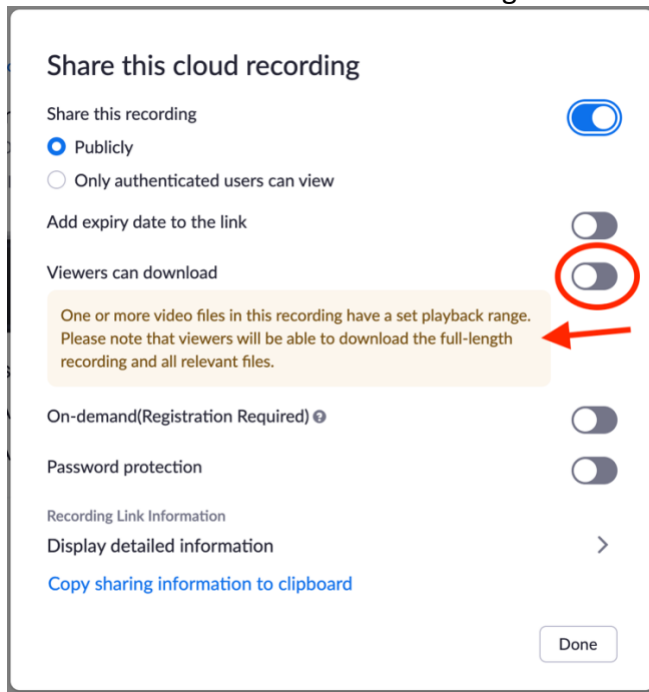
**Step 5:** Use your mouse to move the blue bar to where you'd like to trim the video. Then click **SAVE**.

\*Zoom allows you to trim the beginning and end of a recording.



**Step 6:** Go back to your recordings tab and refresh the page.

**Step 7:** Click the *Share* button on the right. A pop up will open for you showing a setting is toggled off that allows participants to download shared videos. Participants will be able to watch the trimmed video when clicking the link.



\*If you would like students to download the shared video, you may turn this setting on, however keep in mind that participants will be able to download the full-length recording.