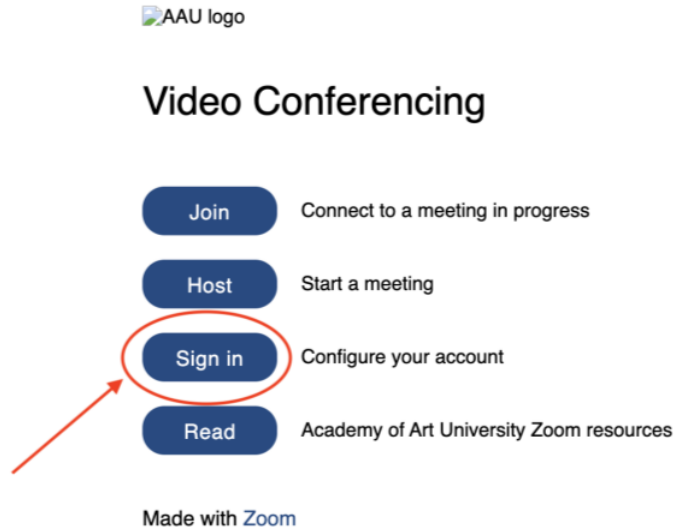


## How to make Zoom Cloud Recording Private and Restrict Access

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

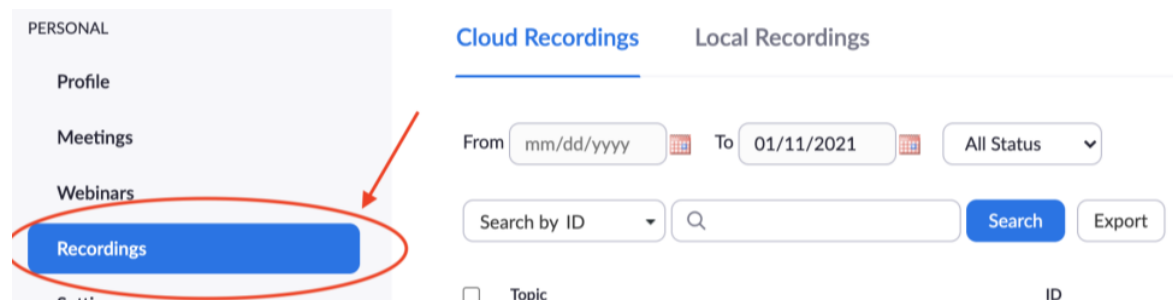


You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

*\*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 password help, please contact the IT Help Desk: (415) 618-6400 or [itservicedesk@academyart.edu](mailto:itservicedesk@academyart.edu)

**Step 2:** From your Zoom profile page, go to the **Recordings** tab on the left side of your screen.



**Step 3:** Select / Click on the recording topic you would like to manage.

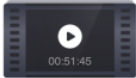
Search by ID

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Yonni Michovska's Personal Meeting Room	656 399 0912	Nov 6, 2020 10:17 AM	4 Files (919 MB)	<input type="button" value="Share..."/> <input type="button" value="More ▾"/>

**Step 4:** Select the *Share* button at the top of your screen.

My Recordings > Yonni Michovska's Personal Meeting Room

Yonni Michovska's Personal Meeting Room ✎  
Nov 6, 2020 10:17 AM Pacific Time (US and Canada) ID: 656 399 0912  
2 total views · 0 total downloads [Recording Analytics](#)

 **Recording 1** ✎  
4 files 919 MB

- Shared screen with speaker view 872 MB
- Audio only 47 MB
- Audio transcript 59 KB
- Chat file 369 B

**Step 5:** The default setting in your account will be to publicly share your recording. To make this recording offline, toggle OFF (gray out) the option to share recording.

### Share this cloud recording

Share this recording

- Publicly
- Only authenticated users can view

- Add expiry date to the link
- Viewers can download
- Viewers can see transcript
- View recording on demand (registration required)
- Passcode protection

Sharing Information

Show ▾

**\*This recording will now only be visible to you.**

## Share this cloud recording

Share this recording



No one else can access this recording

Done

\*For more information on managing and sharing cloud recordings, please visit Zoom Support Resources:  
<https://support.zoom.us/hc/en-us/articles/205347605- Managing-and-sharing-cloud-recordings>