

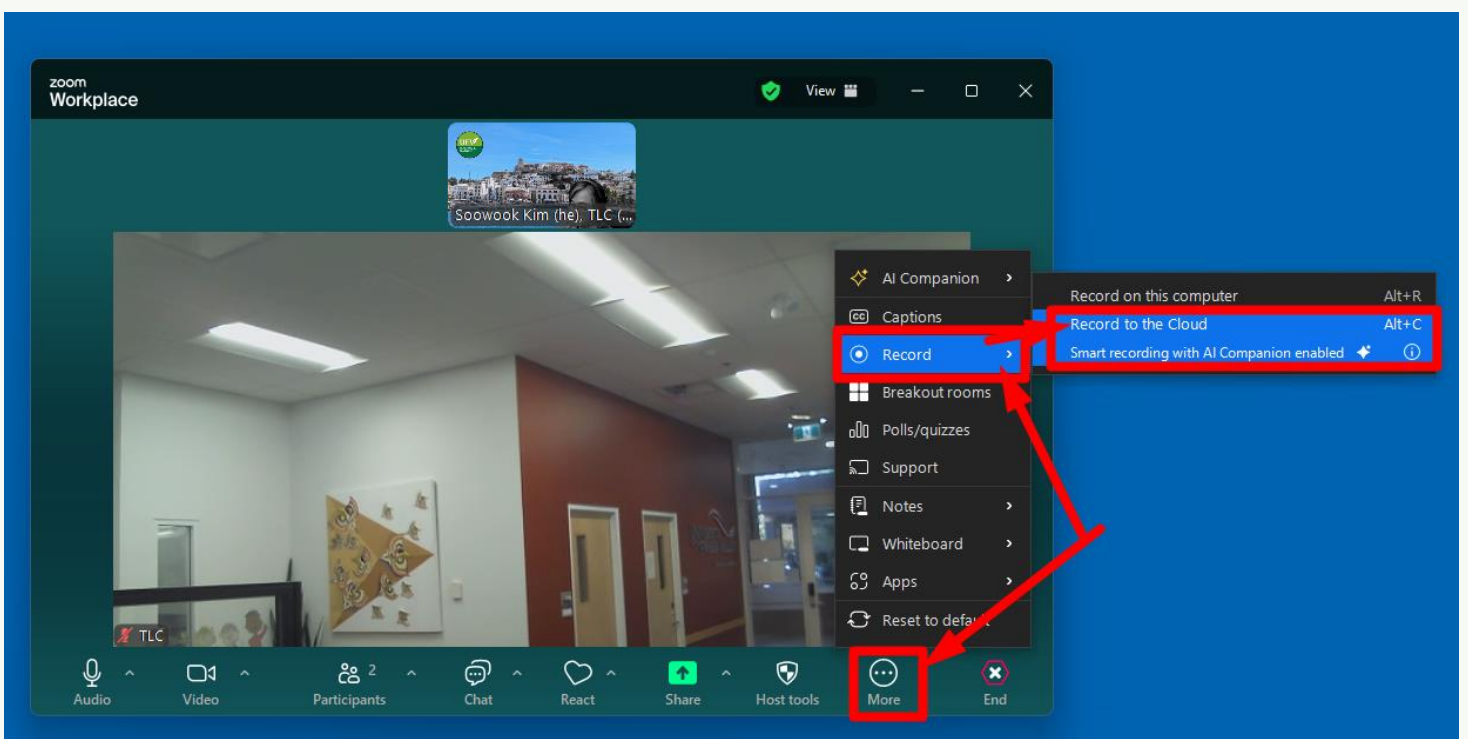
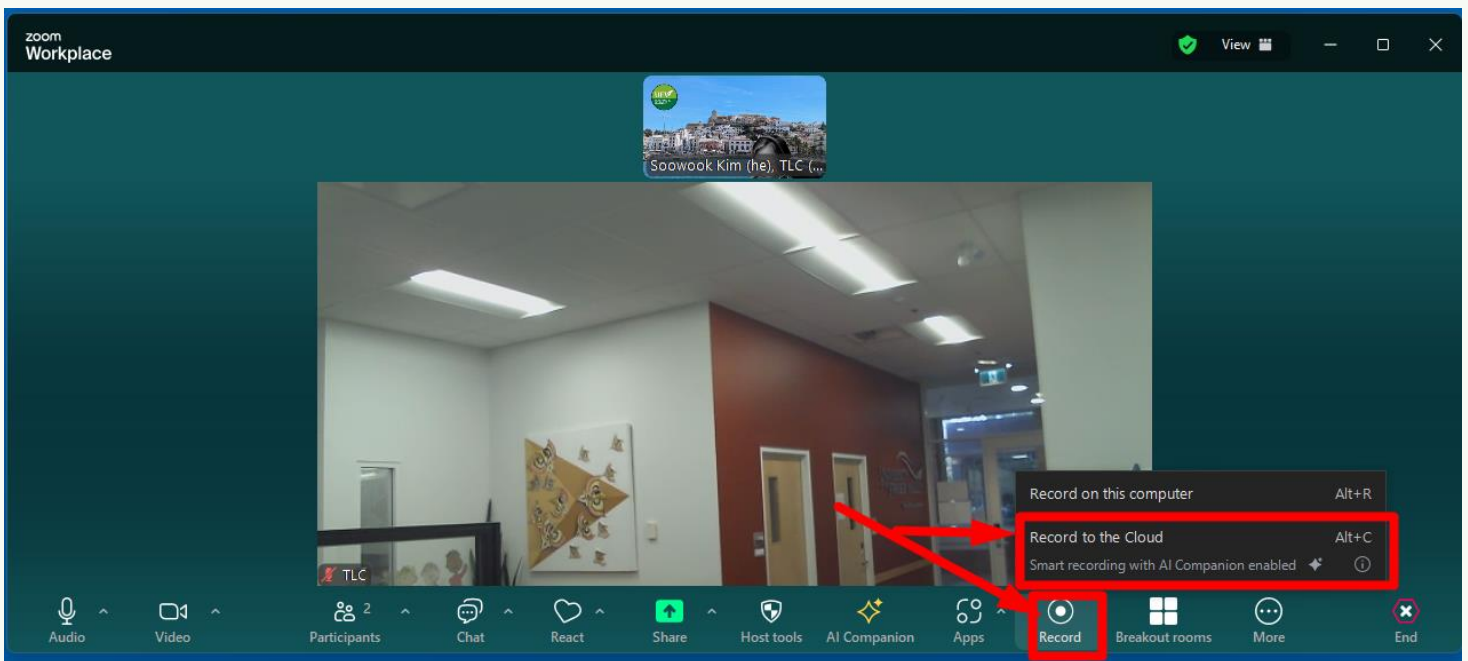
Zoom - How to Record and Share Recordings

Email: askTLC@ufv.ca

Video: video.ufv.ca

1] Record > Record to the Cloud

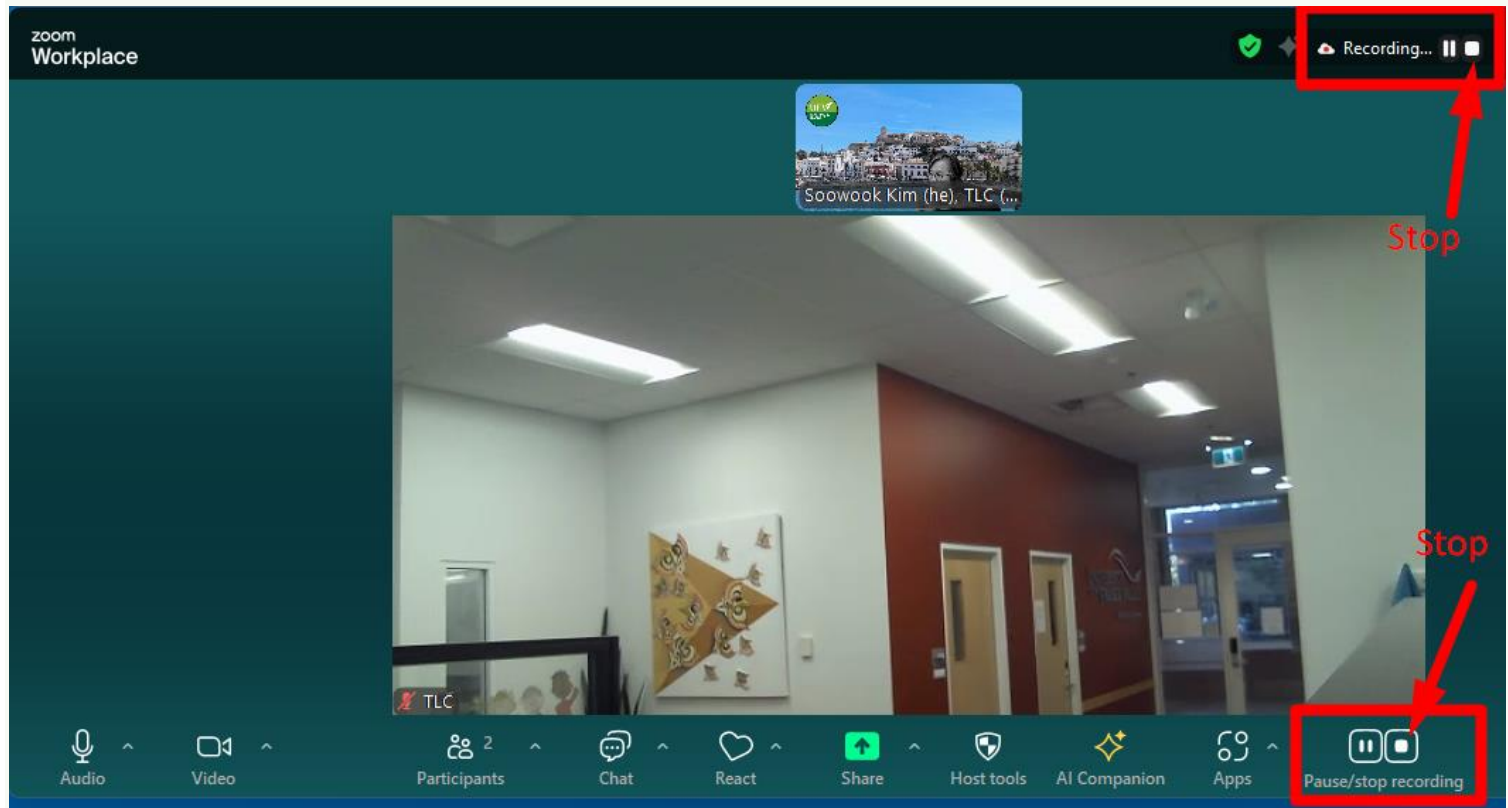
If you cannot see "Record", click More > Record > Record to the Cloud



2] Stop recording

The host must end the Zoom meeting when it's done.

After the host ends the Zoom meeting, it takes a while for Zoom to process the recording.



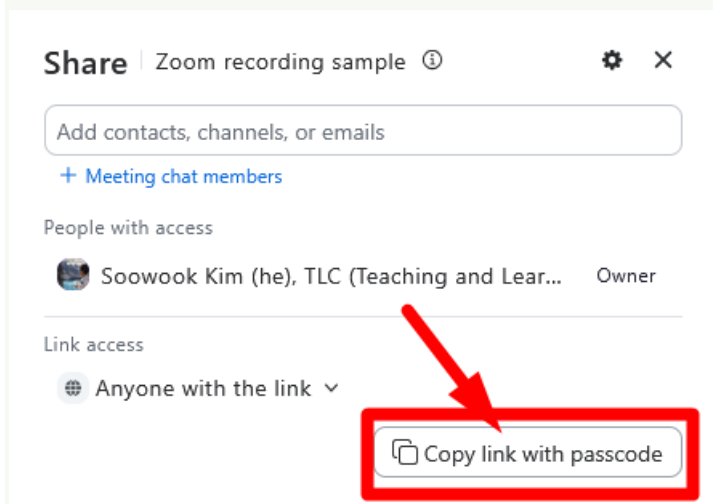
3] [Go to UFV's Zoom Portal > Recordings & Transcripts](#) on the left menu [\(link here\)](#).

> **Share icon** under the recording's thumbnail.

The screenshot shows the Zoom web portal interface. The browser address bar displays `ufv-ca.zoom.us/recording/`. The Zoom logo and navigation links (Products, Solutions, Resources, Plans & Pricing) are at the top. The left sidebar contains a list of menu items: Profile, Meetings, Webinars, Webinars Plus, Events, Personal Contacts, Personal Devices, Whiteboards, Notes, Docs, Surveys, and **Recordings & Transcripts** (which is highlighted with a red box). The main content area is titled 'Recordings and Transcripts' and includes tabs for 'Cloud recordings', 'Shared with me', and 'Co'. A search bar is present with the placeholder text 'Search by topic or meeting ID'. Below the search bar is a video thumbnail for a recording titled 'Zoom recording sample' by Soowook Kim (he), TLC (Tea) on Oct 1, 2025 03:14 PM. The thumbnail shows a video player with a duration of 00:01:21 and 1 view. Below the thumbnail, there is a 'Share' icon (a square with a curved arrow) which is highlighted with a red box. A red arrow points from this icon to the instruction text above the screenshot.

5] **Copy link with passcode** in the pop-up window.

> **Paste** it. For example, you can paste it in your email or inside Brightspace's assignment or page.



Revised by Soowook Kim on 251001.