# How to Upload and Share Your Zoom Recording

Overview - This guide will walk you through how to upload a Zoom recording to <u>box.com</u> and share it. When recording a Zoom session we recommend choosing the record locally option, as opposed to cloud based options due to processing times.

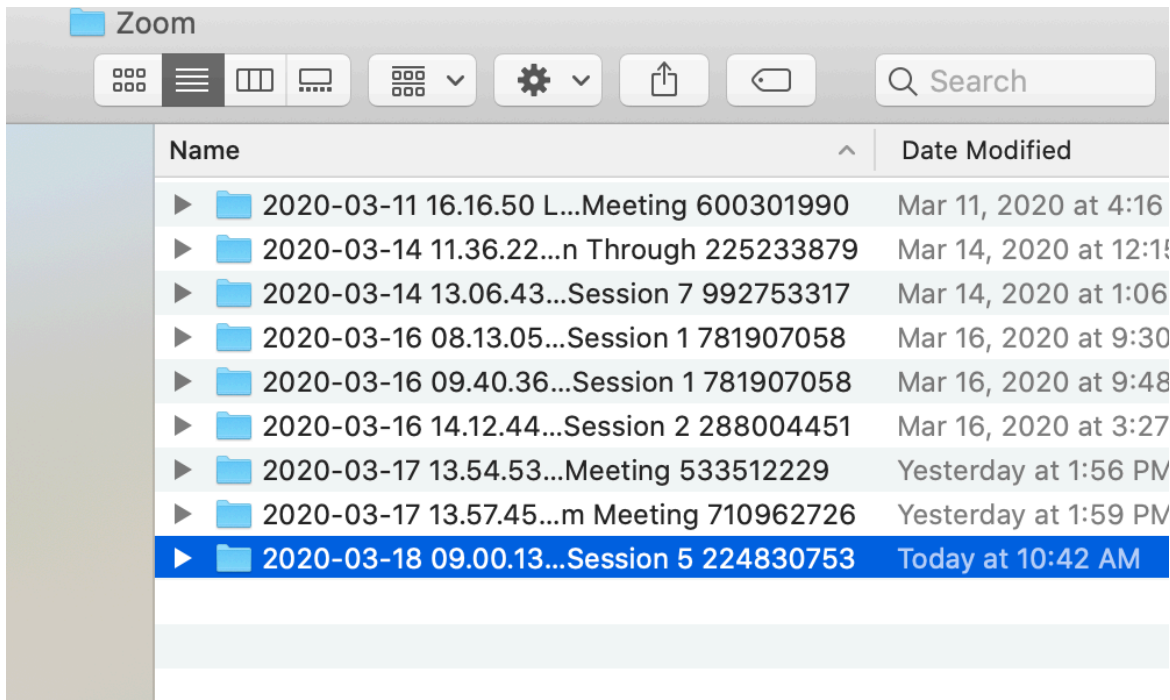### Step 1 : Locate your Zoom recording.

If you recorded your meeting locally navigate to where you set up your recordings to save.

- If you don't know where you saved your recordings go to Zoom, then click the "Meetings" tab, then "Recorded." Then select the meeting you are looking for the recording of. Click on that meeting, then click "Open"
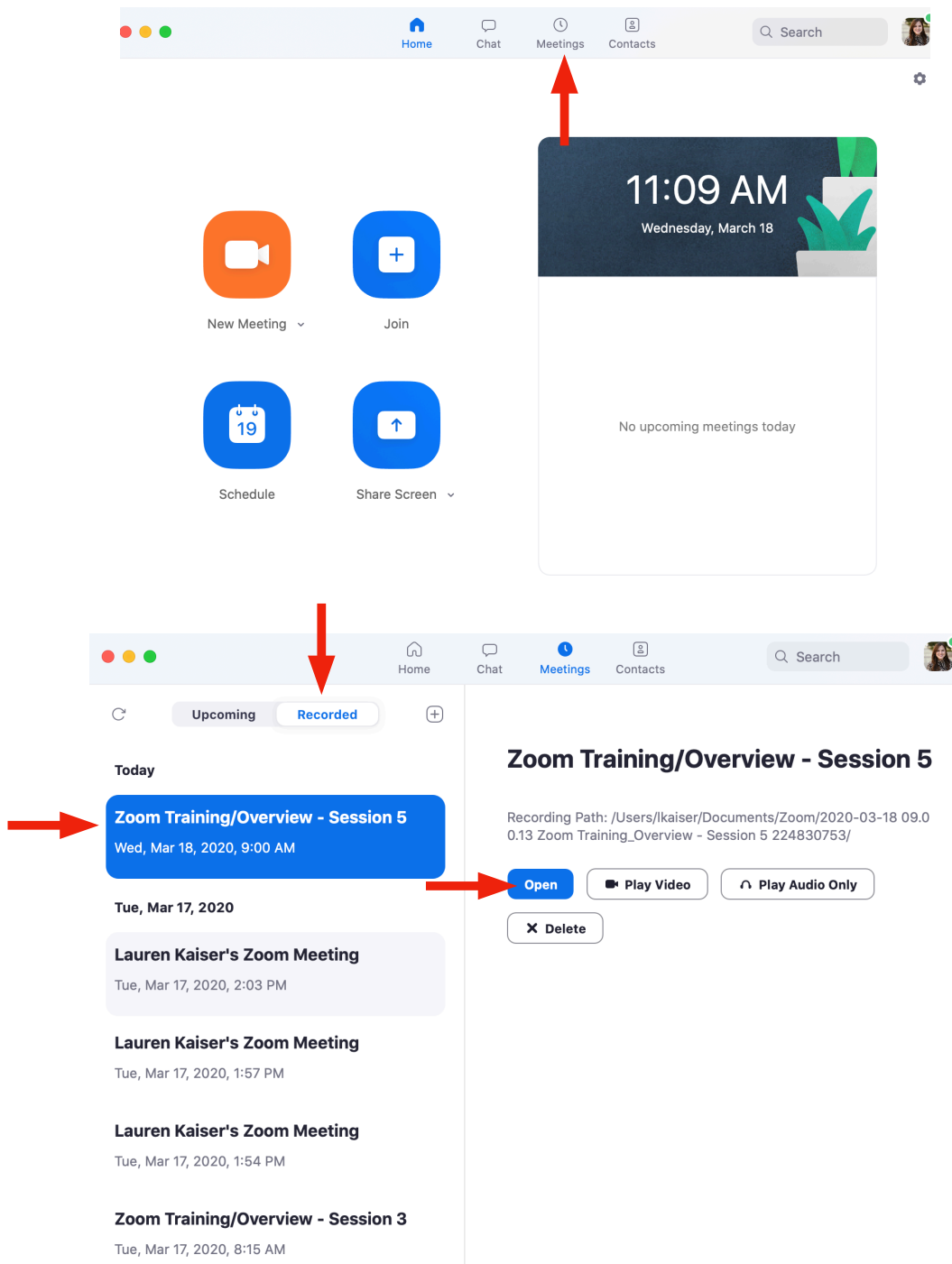
Step 1 Cont'd : Locate your Zoom recording.

If the meeting was recorded locally to your computer this will bring you to folder where the meeting is saved. Double click the folder. Take a mental note of where your file is saved.

Name	Date Modified
▶ 📁 2020-03-11 16.16.50 L…Meeting 600301990	Mar 11, 2020 at 4:16
▶ 📁 2020-03-14 11.36.22…n Through 225233879	Mar 14, 2020 at 12:15
▶ 📁 2020-03-14 13.06.43…Session 7 992753317	Mar 14, 2020 at 1:06
▶ 📁 2020-03-16 08.13.05…Session 1 781907058	Mar 16, 2020 at 9:30
▶ 📁 2020-03-16 09.40.36…Session 1 781907058	Mar 16, 2020 at 9:48
▶ 📁 2020-03-16 14.12.44…Session 2 288004451	Mar 16, 2020 at 3:27
▶ 📁 2020-03-17 13.54.53…Meeting 533512229	Yesterday at 1:56 PM
▶ 📁 2020-03-17 13.57.45…m Meeting 710962726	Yesterday at 1:59 PM
▶ 📁 2020-03-18 09.00.13…Session 5 224830753	Today at 10:42 AM

Step 1 Cont'd : Locate your Zoom recording.

Locate the file that ends with .mp4

This is the file you will be uploading and sharing. You can rename it if you wish.
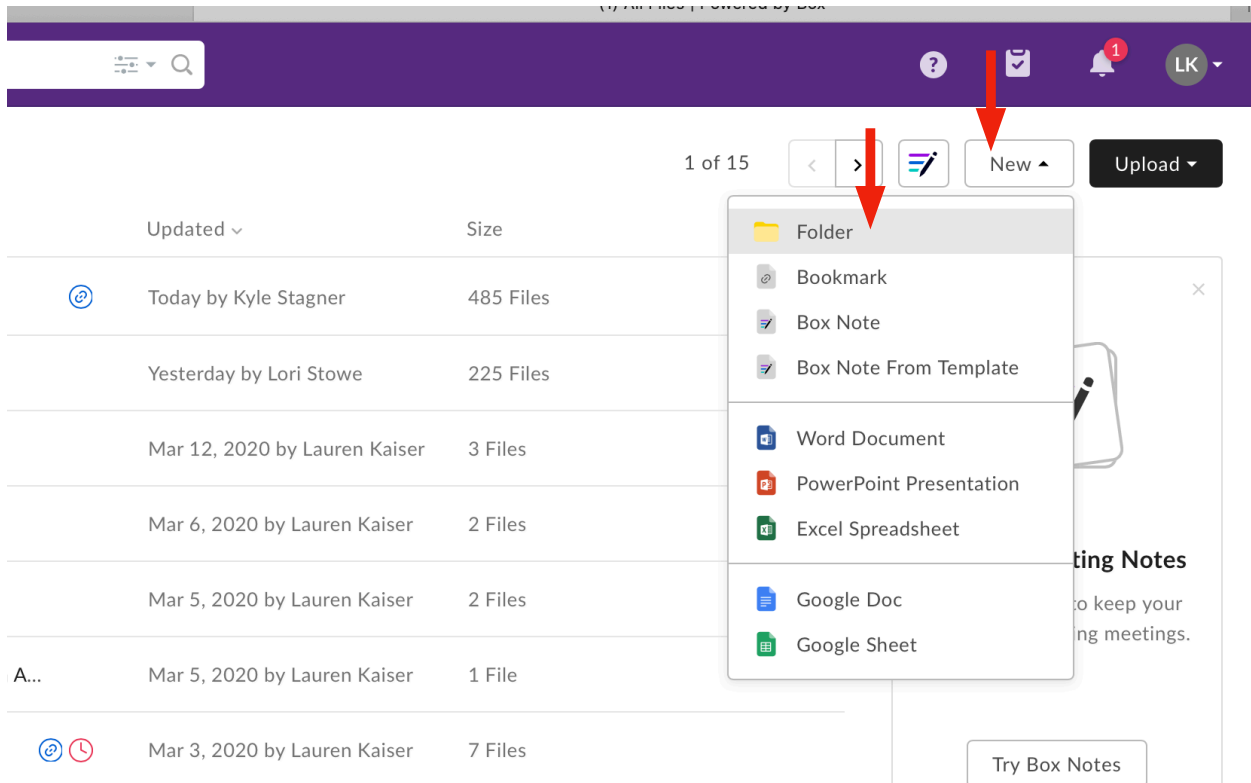
Name	Date Modified
🎵 audio_only.m4a	Today at 10:42 AM
📄 chat.txt	Today at 10:34 AM
🎵 playback.m3u	Today at 10:42 AM
🎬 zoom_0.mp4 ⬅	Today at 10:42 AM

Step 2: Upload Your Video to Box

Go to box.com and sign in using your TCU credentials.

Next, create a new folder that you will upload your meeting into.

* Make folders in a way that makes sense for you. Do you want one folder for all of your Zoom recordings. Or do you teach multiple classes and would you prefer one folder per class?

Step 2 Cont'd: Upload Your Video to Box

Title your folder and click "Create." You do not need to invite people to your folder. We will be creating a shared link.

Create a New Folder   ✕

Folder Name

Zoom Meetings   ⊙⌄

Invite Additional People

Enter email addresses to invite users

Permission

Editor   ⌄   ⓘ Learn More

Cancel   Create

Step 2 Cont'd: Upload Your Video to Box

You can either drag and drop your files into here or you can select upload.

All Files ❯ ☆ Zoom Meetings

Start a new...

⬆ Upload   📁 Folder   Box Note   Word Document   Excel Spre
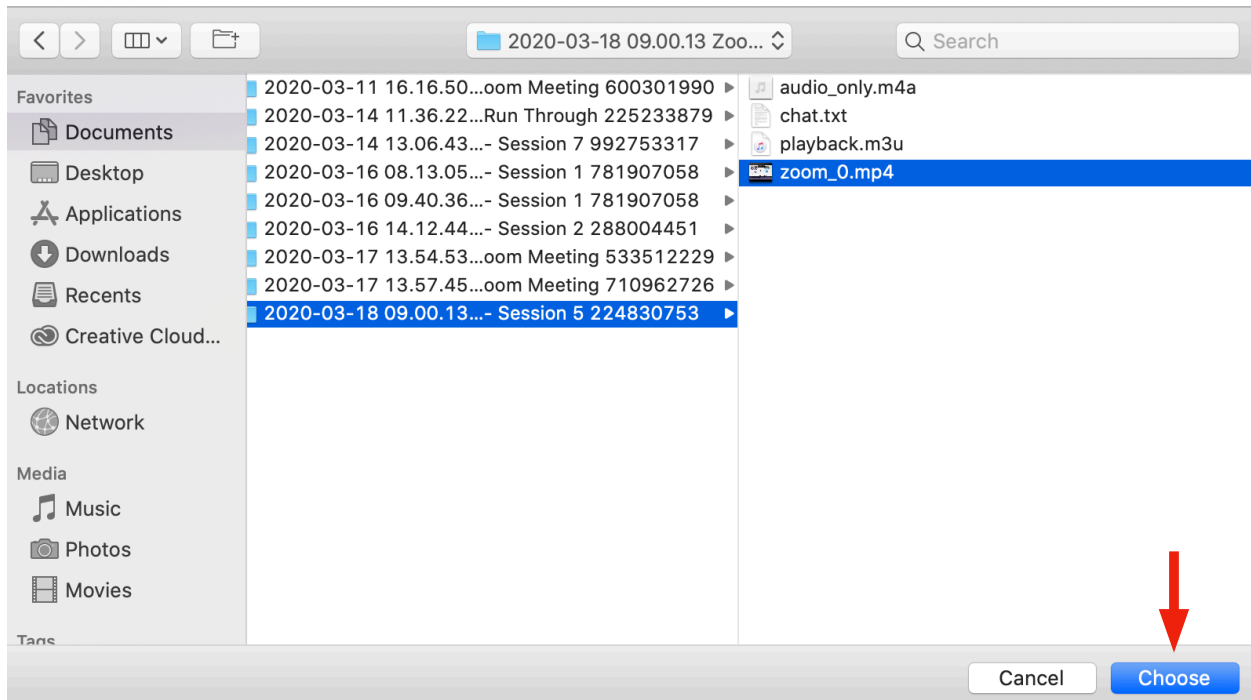
There are no items in this folder.

Drag files and folders here to upload, or click here to browse
files from your computer.

Step 2 Cont'd: Upload Your Video to Box

If you select the upload option rather than drag and drop, navigate to your file after clicking "Upload", and then select "Choose". Your video will begin uploading. This may take some time.

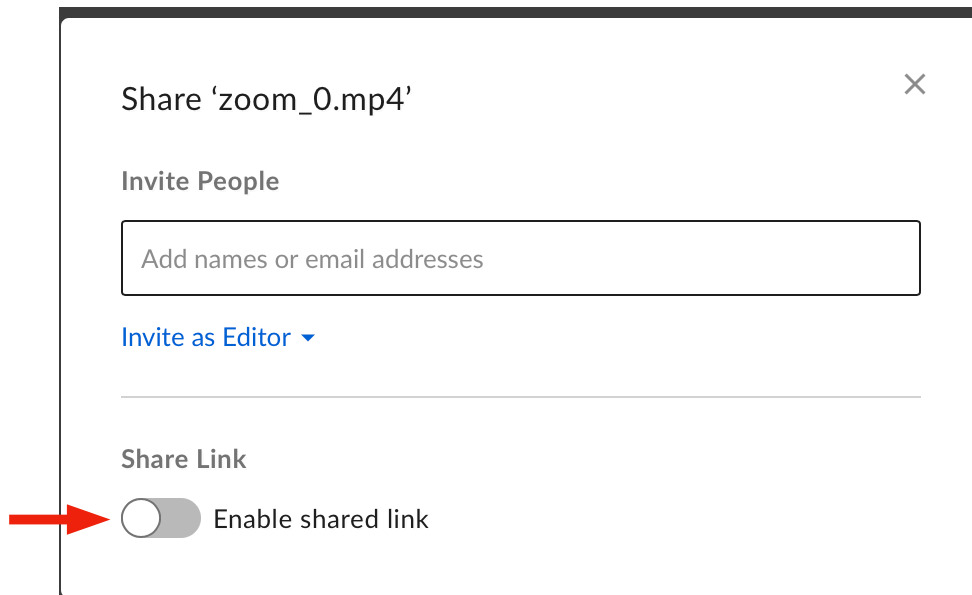## Step 3: Sharing Your Video/Creating a "Share Link"

You will see two options for sharing below. One that says "Share" which appears when you hover over your file. And another that says "Share this Folder."

If you want to share only this file select "Share." If you plan to upload multiple files to this folder and would like each file you upload to this folder to be accessible to those you share with, then choose "Share this Folder."
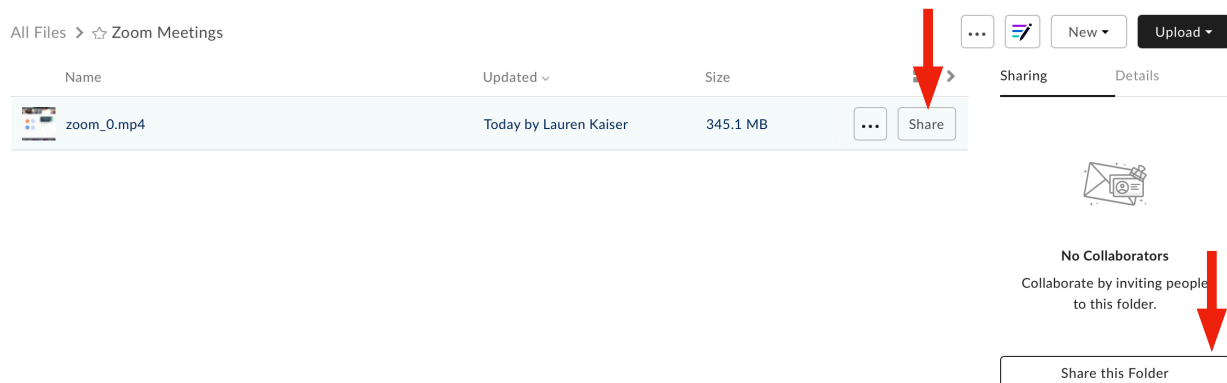
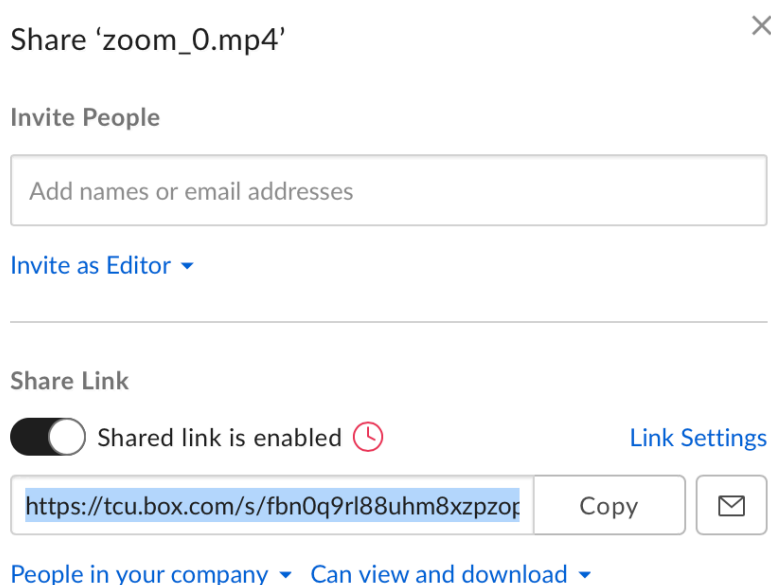**Step 3 Cont'd: Sharing Your Video/Creating a "Share Link"**

After clicking "Share" toggle the switch next to "Enable shared link."

Step 3 Cont'd: Sharing Your Video/Creating a "Share Link"

Now you have an active link. You can click copy and you can paste your link into an email, TCU Online or wherever you please.

Please note, by default, links are only accessible to people that have signed into <u>box.com</u> with a TCU email address. If you need to send a link to someone outside of TCU click the option that says "People in your company" and change it to "People with the Link." By default, links expire after 6 months.

Step 3 Cont'd: Sharing Your Video/Creating a "Share Link"

If you ever need to locate the shared link again, simply login to box.com and find the video you previously uploaded. If you shared an individual file you see a icon of a link next to the file, or if you shared the folder you will see the same icon next to the folder. Clicking this icon will bring up the Shared Link so that you may copy it or make changes.

| | zoom_0.mp4 | 🔗 🕐 | Today by Lauren Kaiser | 345.1 MB | ••• | Share |