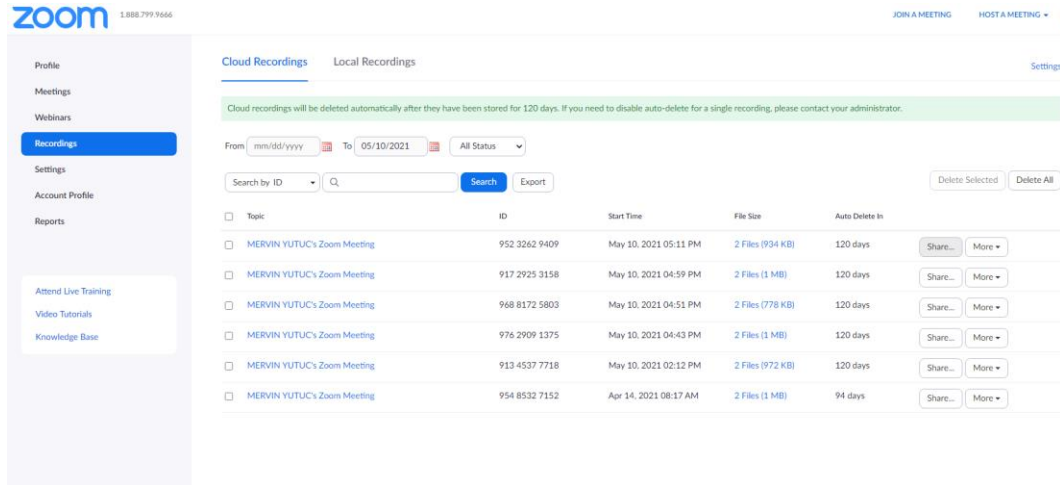


Accessing Zoom Cloud Recording

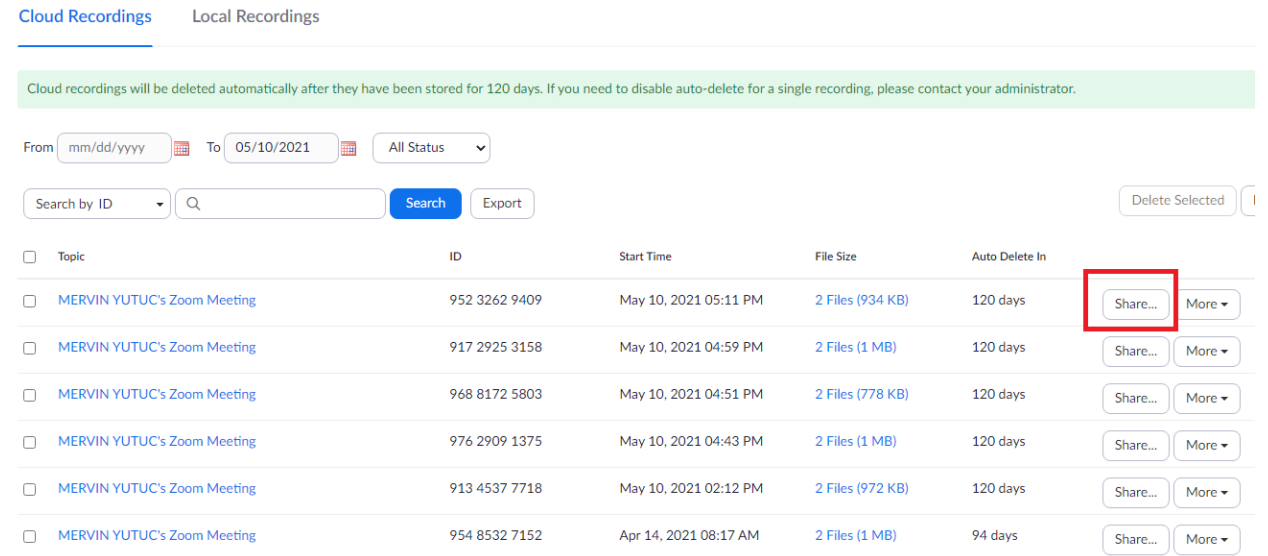
1. Sign in to your Zoom web portal <https://ucla.zoom.us/>
2. In the navigation menu, click "Recordings". You will see a list of cloud recordings that you started.



The screenshot shows the Zoom Cloud Recordings interface. On the left is a navigation menu with options like Profile, Meetings, Webinars, Recordings (highlighted), Settings, Account Profile, and Reports. The main area displays a list of cloud recordings with columns for Topic, ID, Start Time, File Size, and Auto Delete In. A table of recordings is shown below.

Topic	ID	Start Time	File Size	Auto Delete In
MERVIN YUTUC's Zoom Meeting	952 3262 9409	May 10, 2021 05:11 PM	2 Files (934 KB)	120 days
MERVIN YUTUC's Zoom Meeting	917 2925 3158	May 10, 2021 04:59 PM	2 Files (1 MB)	120 days
MERVIN YUTUC's Zoom Meeting	968 8172 5803	May 10, 2021 04:51 PM	2 Files (778 KB)	120 days
MERVIN YUTUC's Zoom Meeting	976 2909 1375	May 10, 2021 04:43 PM	2 Files (1 MB)	120 days
MERVIN YUTUC's Zoom Meeting	913 4537 7718	May 10, 2021 02:12 PM	2 Files (972 KB)	120 days
MERVIN YUTUC's Zoom Meeting	954 8532 7152	Apr 14, 2021 08:17 AM	2 Files (1 MB)	94 days

3. Click "Share..." button next to the recording you want to share.



This screenshot is a closer view of the Zoom Cloud Recordings page. The 'Share...' button for the first recording is highlighted with a red box. The interface includes a navigation menu, a search bar, and a table of recordings.

Topic	ID	Start Time	File Size	Auto Delete In	Share...	More
MERVIN YUTUC's Zoom Meeting	952 3262 9409	May 10, 2021 05:11 PM	2 Files (934 KB)	120 days	Share...	More
MERVIN YUTUC's Zoom Meeting	917 2925 3158	May 10, 2021 04:59 PM	2 Files (1 MB)	120 days	Share...	More
MERVIN YUTUC's Zoom Meeting	968 8172 5803	May 10, 2021 04:51 PM	2 Files (778 KB)	120 days	Share...	More
MERVIN YUTUC's Zoom Meeting	976 2909 1375	May 10, 2021 04:43 PM	2 Files (1 MB)	120 days	Share...	More
MERVIN YUTUC's Zoom Meeting	913 4537 7718	May 10, 2021 02:12 PM	2 Files (972 KB)	120 days	Share...	More
MERVIN YUTUC's Zoom Meeting	954 8532 7152	Apr 14, 2021 08:17 AM	2 Files (1 MB)	94 days	Share...	More

4. Set the settings to share as shown below

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 ▾

5. Click on “Copy Sharing Information”

6. Then go to <https://linguistics.ucla.edu/2021-commencement-faculty-and-tas/>

7. Scroll down to “2021 Commencement Congratulatory Messages” and enter your first name, last name, email address and then paste the Zoom video link in the textbox.