Accessing Zoom Cloud Recording

1. Sign in to your Zoom web portal [https://ucla.zoom.us/](https://ucla.zoom.us/)

2. In the navigation menu, click “Recordings”. You will see a list of cloud recordings that you started.

3. Click “Share…” button next to the recording you want to share.
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

Copy Sharing Information

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.