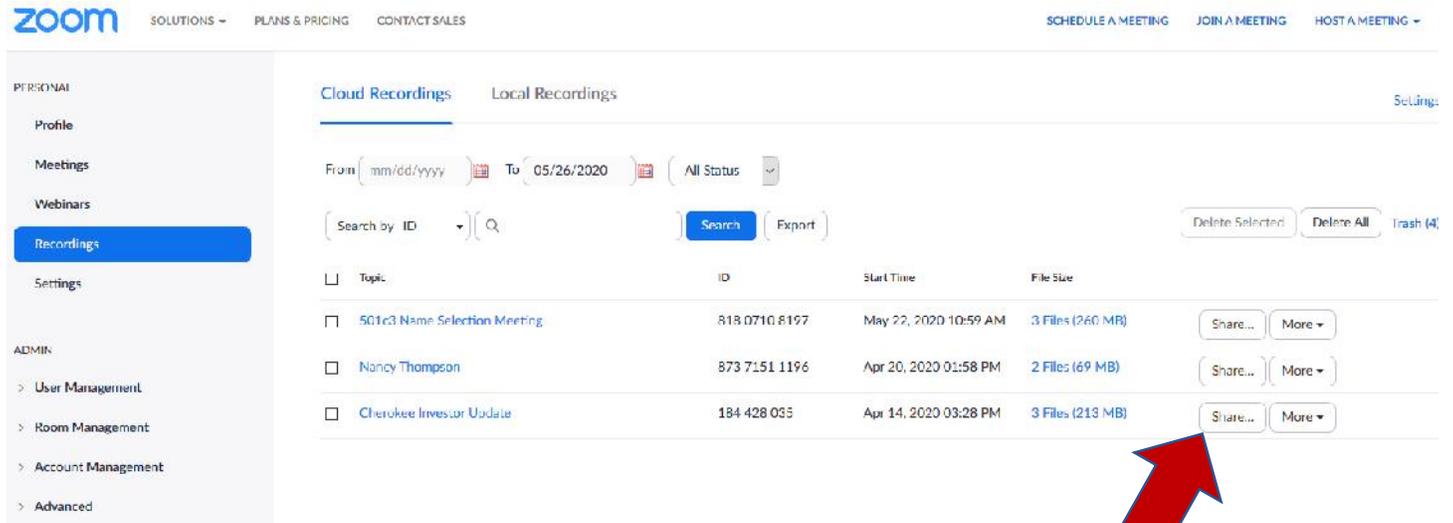


How to Share a Zoom Recording

Log into your Zoom account and under the **PERSONAL** heading select “Recordings”

Click the “Share...” Button to the right of the recordings you intend to send to open the “Share this cloud recording” box.



Ensure the setting are set as below in the “Share this cloud recording” box.

Then click “Done”



Next, click on the name of the recording you intend to send under the **Topic** heading and a new page will open.

Click on “Copy Shareable Link” and the link will be copied to your clipboard, then past the link into an email and send with any other class documents.

The screenshot displays the Zoom web interface. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo and navigation links: 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A left sidebar contains a 'PERSONAL' section with 'Profile', 'Meetings', 'Webinars', 'Recordings' (highlighted in blue), and 'Settings', and an 'ADMIN' section with 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area shows 'My Recordings > Cherokee Investor Update'. The recording title is 'Cherokee Investor Update' with an edit icon. Below the title, it shows the date and time 'Apr 14, 2020 03:28 PM Eastern Time (US and Canada)' and the meeting ID 'ID: 184 428 035'. There are '0 total views' and '0 total downloads', with a link to 'Recording Analytics'. A video player thumbnail is shown with a play button and a duration of '00:57:26'. To the right of the player, it says 'Recording 1' and '3 files 213 MB'. Below this, there are three buttons: 'Download (3 files)', 'Copy shareable link' (which is highlighted by a large red arrow), and a trash icon. At the top right of the recording details, there is a 'Share' button. Below the recording details, there is a list of recording items:

Shared screen with speaker view	191 MB
Audio only	22 MB
Chat file	110 B