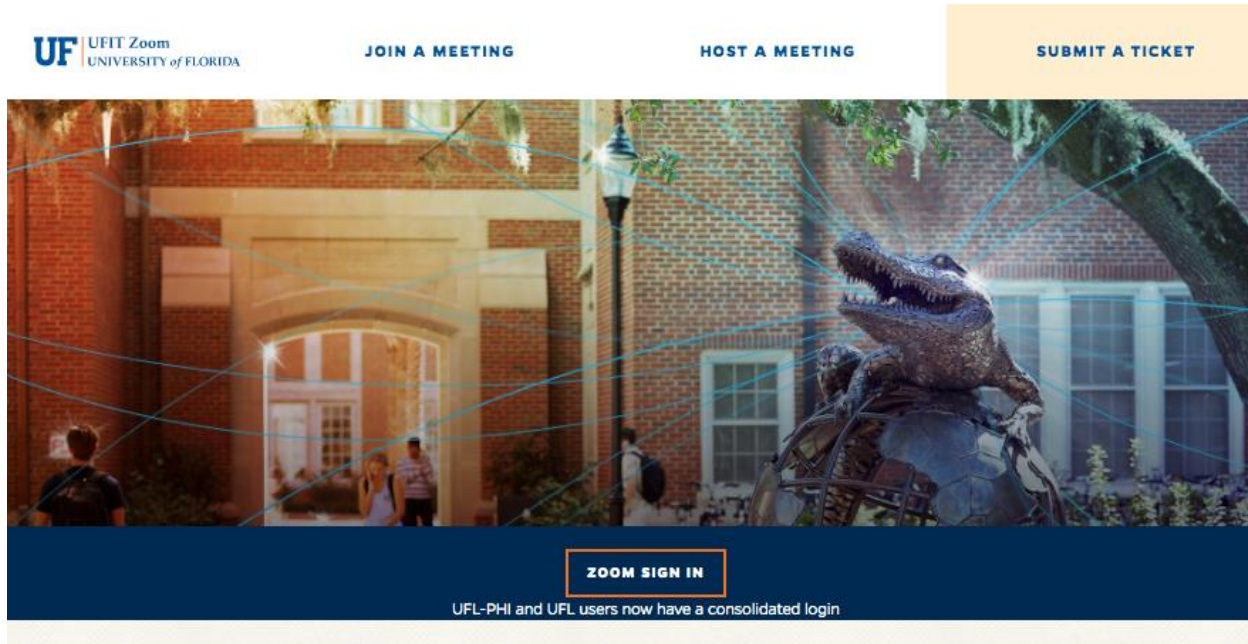# Recording and Sharing Local Zoom Meetings
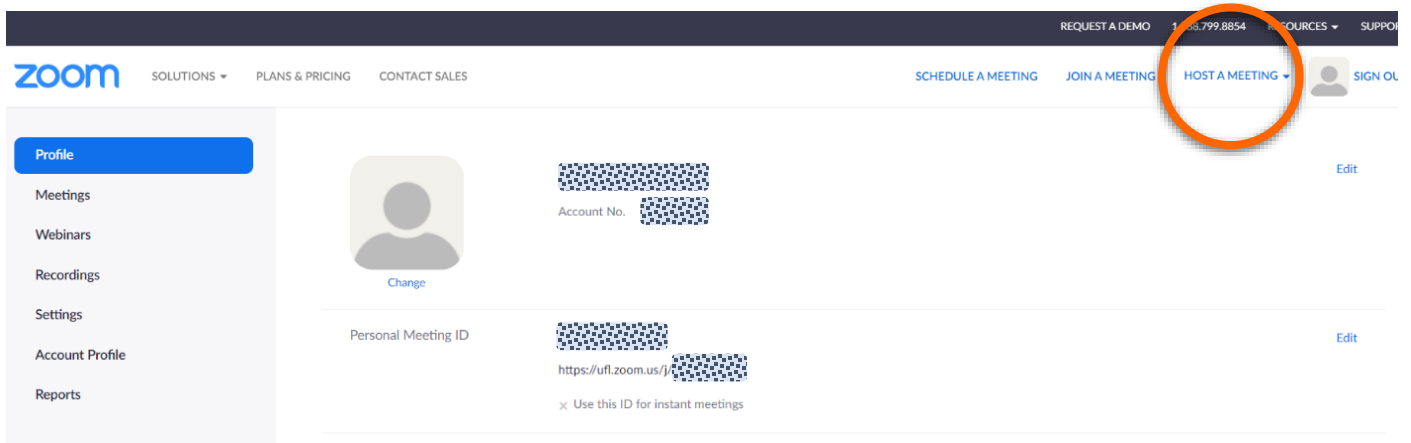
Navigate to ufl.zoom.us

Once you have reached the site, click on "UFL Sign in" to access your Zoom account. For users from HSC colleges, please access your account by clicking "UFL-PHI Sign in."
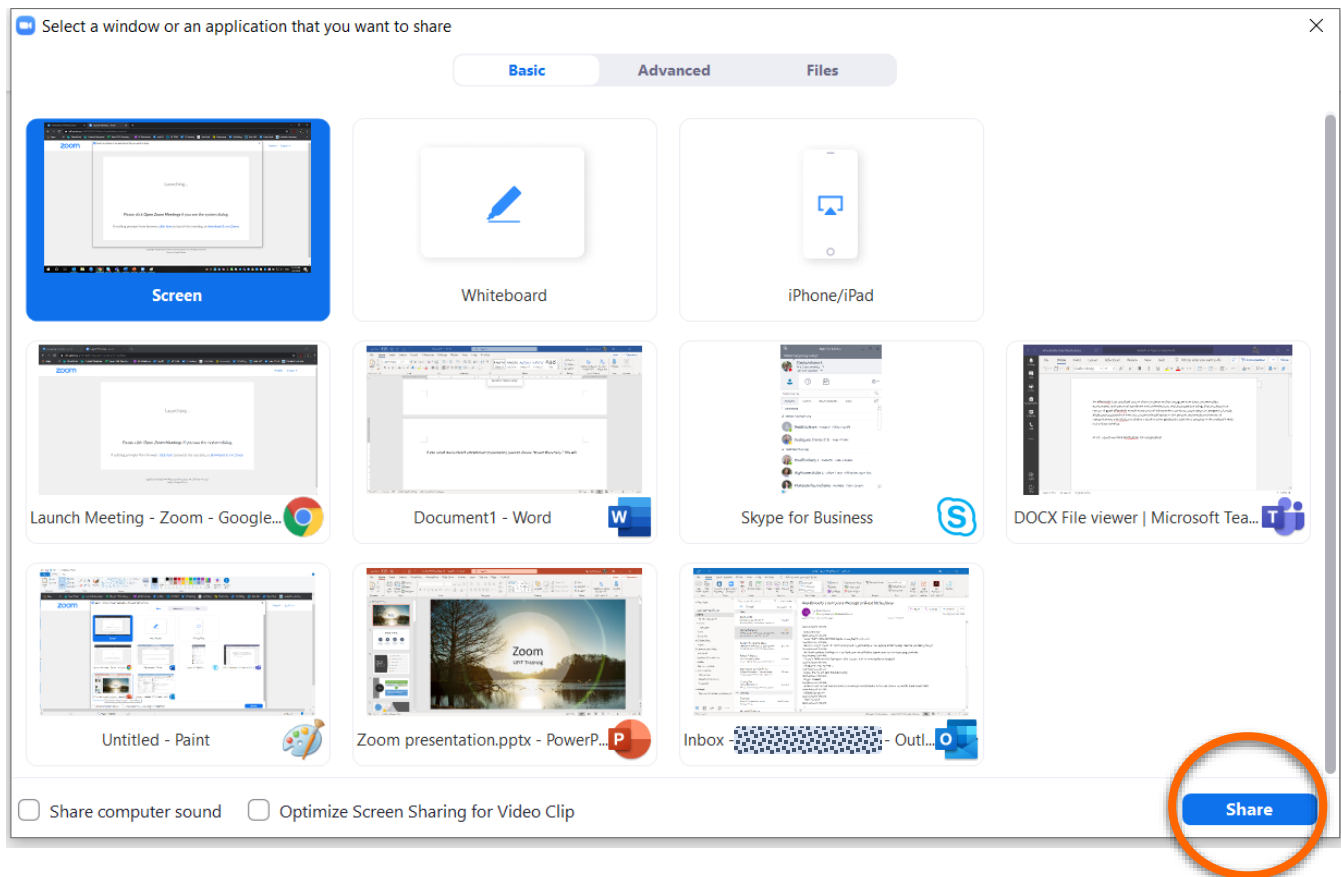

Host a meeting

To begin a lecture recording, first click on "Host a meeting."

You will have the option to choose "With Video On," "With Video Off," or "Screen Share Only."

Choosing "Screen Share Only" will allow you to choose the program, monitor, or screen you would like to share from your computer. Once you have selected, click "Share."
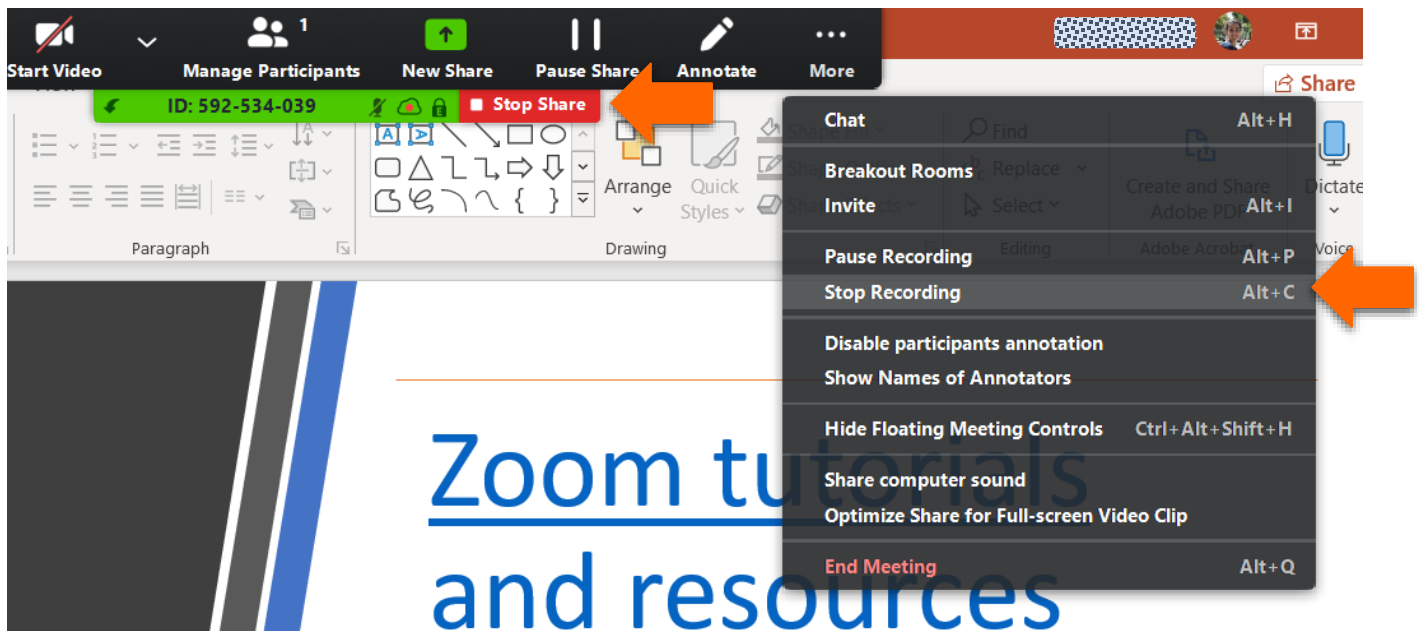

Record your meeting

By clicking on the rightmost button **More**, you will have the option to either record to your computer or record to the cloud. Select **Record on this Computer**.
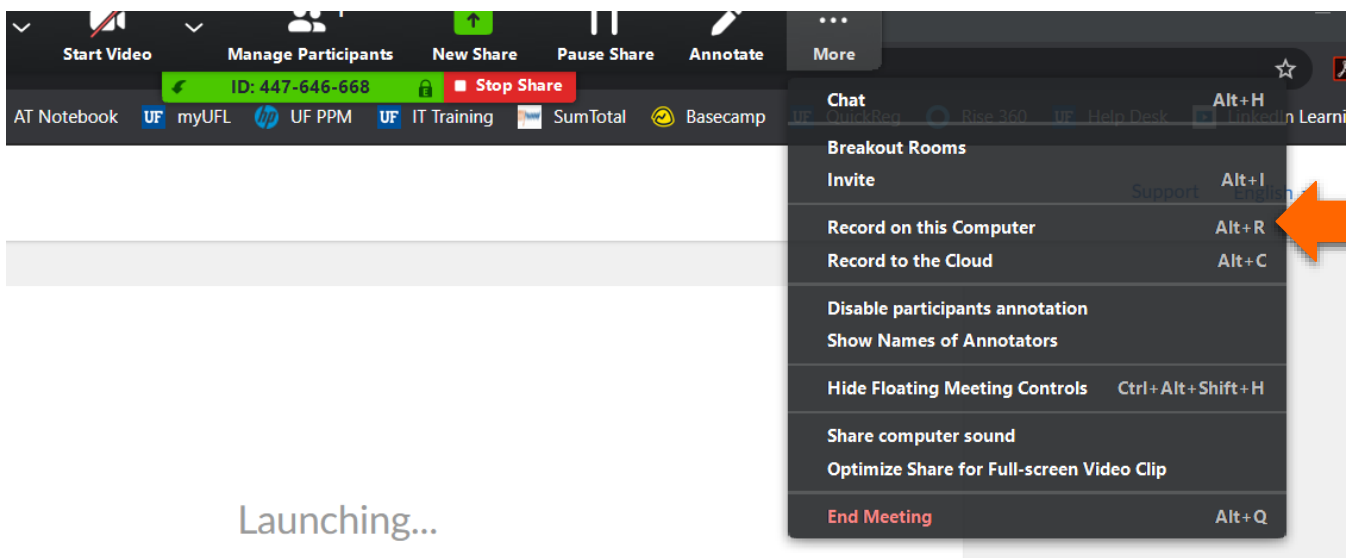
Once you have finished recording your lecture, navigate back to **More** and click **Stop Recording**. Then, click **Stop Share** to end your screen sharing.

Share your recording from your computer

Once your recording has been saved to your computer, you have multiple options for sharing the file with your students. Before uploading and sharing your file, ==make sure to rename your recorded Zoom video files appropriately to avoid uploading files with the same name and overriding previously uploaded files.== To find your Zoom video files, navigate to your computer's **Documents** folder, and then click on **Zoom**.

When you are ready to share your recording, you can do so using Microsoft Stream, YouTube, or OneDrive. ==Note: Adjust default settings for YouTube and Stream to determine visibility and access. Please follow the UF YouTube Data Usage Guide and UF Stream Data Usage Guide for guidance on permitted use.==
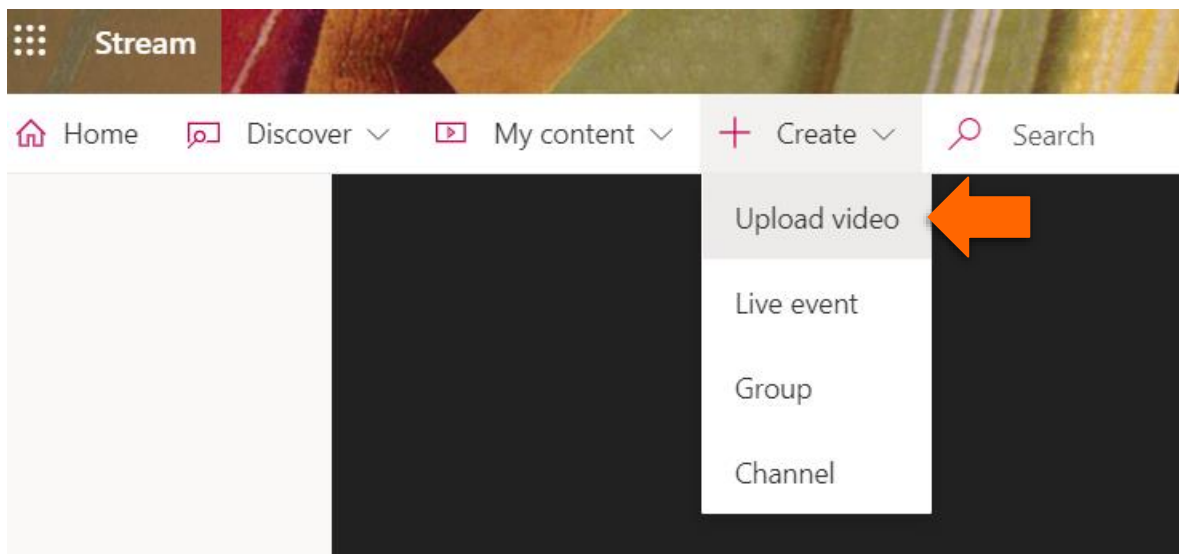
Microsoft Stream

To access Microsoft Stream, navigate to cloud.it.ufl.edu. Then, click on **All Office 365 Apps**.
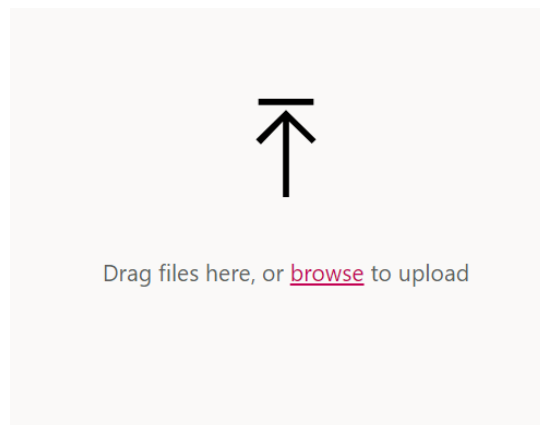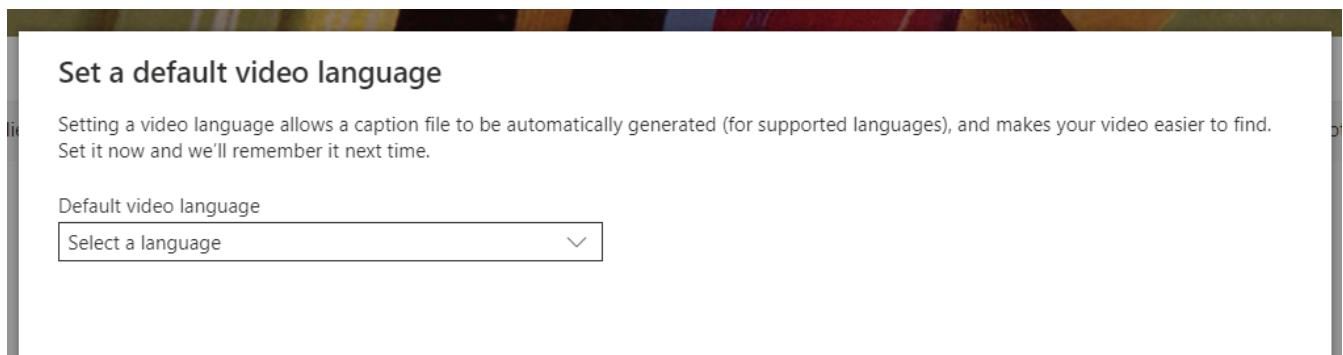
Next, click on **Stream**.

This will allow you to access your Microsoft Stream Dashboard. To upload your video, click **Create**, then **Upload video**.
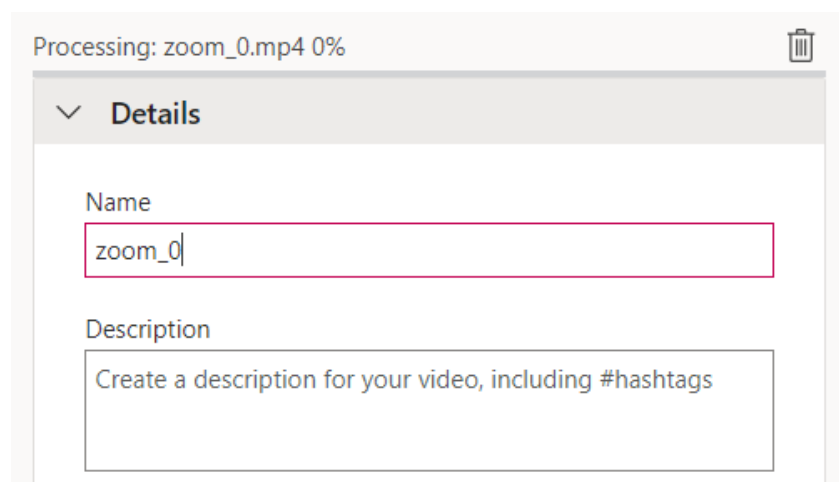
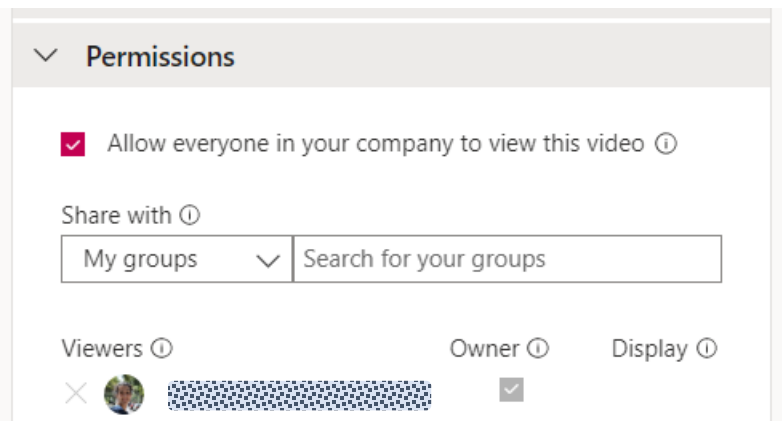You will then be prompted to drag files into Stream or browse for files.

Drag files here, or browse to upload

Clicking **browse** will open your local files. Navigate to **Documents → Zoom** and look for your mp4 Zoom recording file. Once you open your file, you will be prompted to set a default video language if you would like Stream to generate a transcription for your video. Select the language spoken in the video and click **Save**.
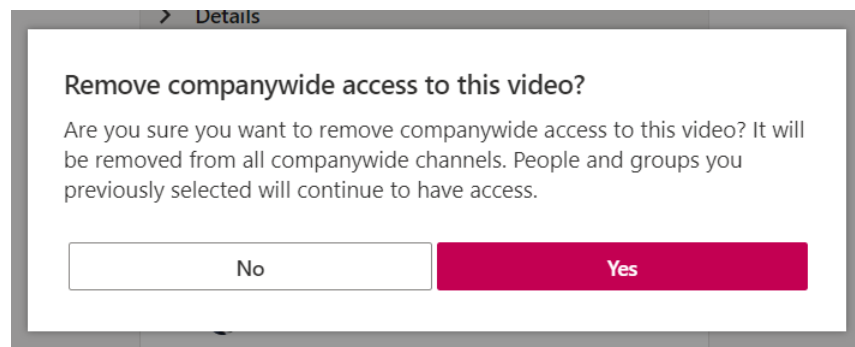

Set a default video language

Setting a video language allows a caption file to be automatically generated (for supported languages), and makes your video easier to find. Set it now and we'll remember it next time.

Default video language

Select a language

While your video is processing, you can edit the file name, and add a description.

Processing: zoom_0.mp4 0%

⌄ **Details**

Name

zoom_0

Description

Create a description for your video, including #hashtags

By clicking **Permissions**, you can set your permission preferences and choose who to share the file with.
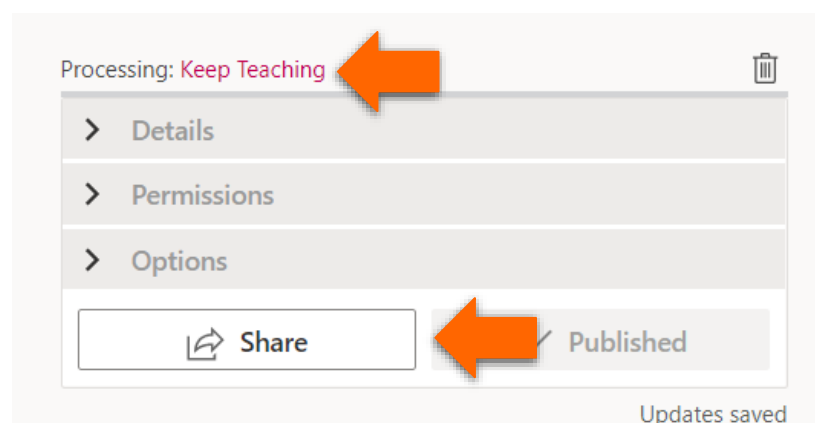

Unchecking the **Allow everyone in your company to view this video** box will remove UF-wide access to the video and limit viewing to individuals with whom you share your file.
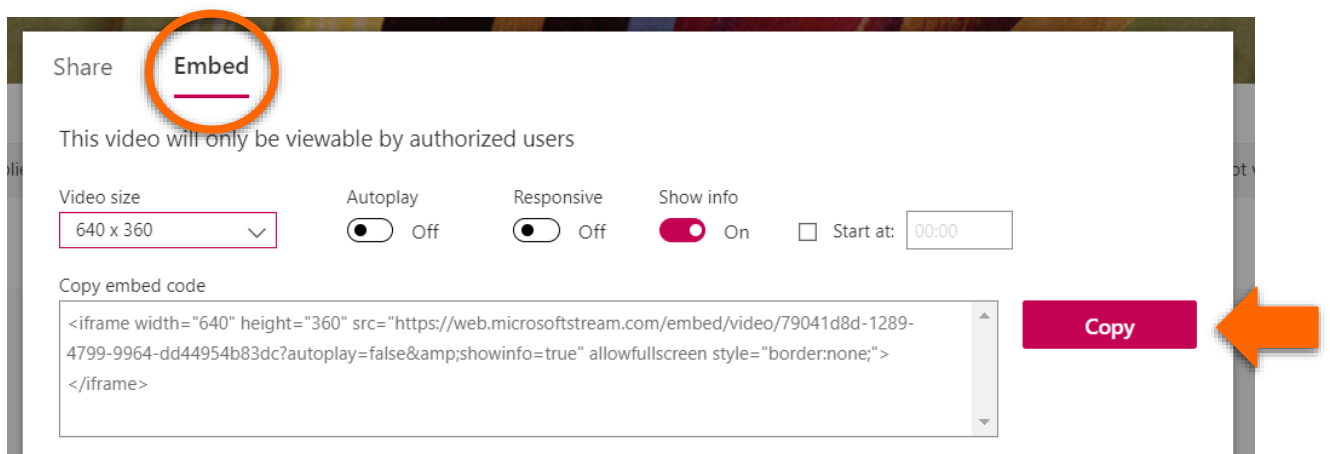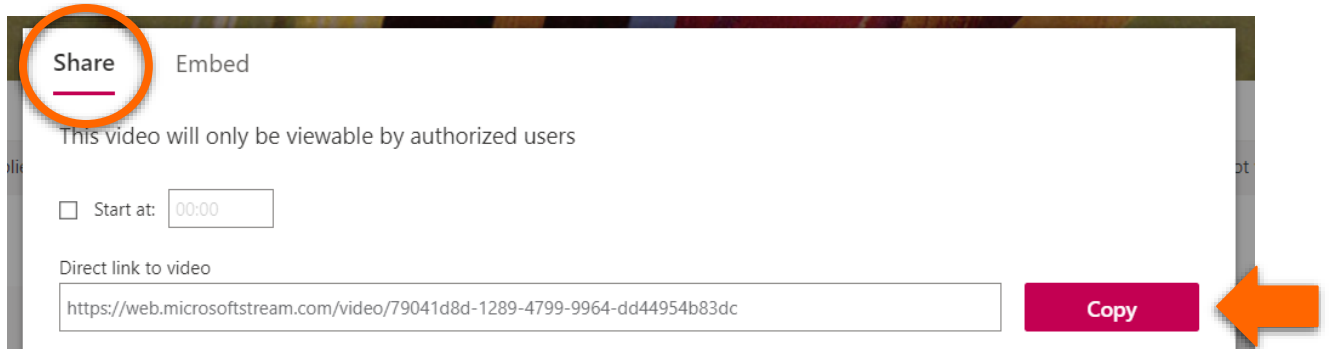

Once your file has finished processing, click **Publish**.

Once the video has been published, you can click **Share** or click on the title of the video to view the file.
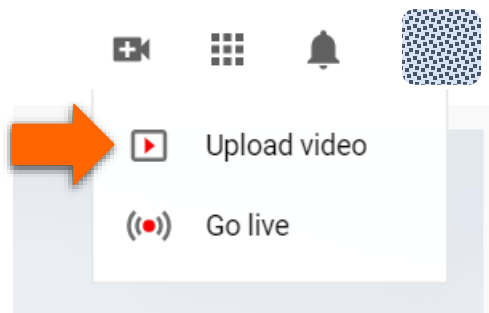
Once you are ready to share, you have the option to **Copy** the link and distribute it to your students or E**mbed** the video file within Canvas.

YouTube

To upload a video onto YouTube, navigate to Youtube.com. Then, click the video camera icon in the upper right-hand corner, and click **Upload video**.

Next, you will have the option to drag and drop files or upload files by clicking **Select File**.

Drag and drop a file you want to upload
Your video will be private until you publish it

SELECT FILE

As your video upload is processing, you can edit the title, add a description, or go through advanced options, like adding tags or setting a category. Here, make sure to select **Yes, it's made for kids** to be able to access further options and upload your video.

Keep Teaching   Saved as draft   ☒   ✕
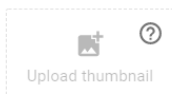
① Details ——————— ② Video elements ——————— ③ Visibility

Title (required)
Keep Teaching

Description ⍰
Tell viewers about your video

Processing video...

Video link
https://youtu.be/V3oJtG2nLw4   ⧉

Filename
zoom_0.mp4

Thumbnail
Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. Learn more

Upload thumbnail

⬛ 95% processed   NEXT

When you have completed filling in the desired details, click **Next**. You can then add video elements like an end screen or cards. Finally, make sure to set your video to **Unlisted** within the Visibility settings. This will assure that only those with whom you have shared the file can see the video. Click **Save**.

Once your video has been uploaded, you will have the option to share the video with a link, through a variety of social media platforms, or embed it.
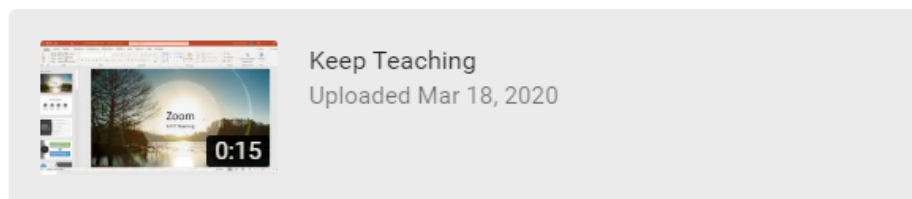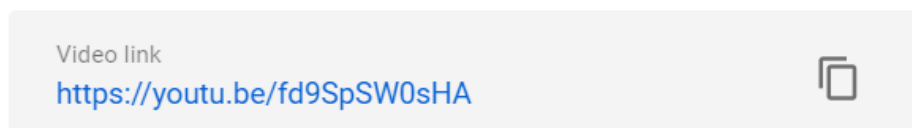
OneDrive

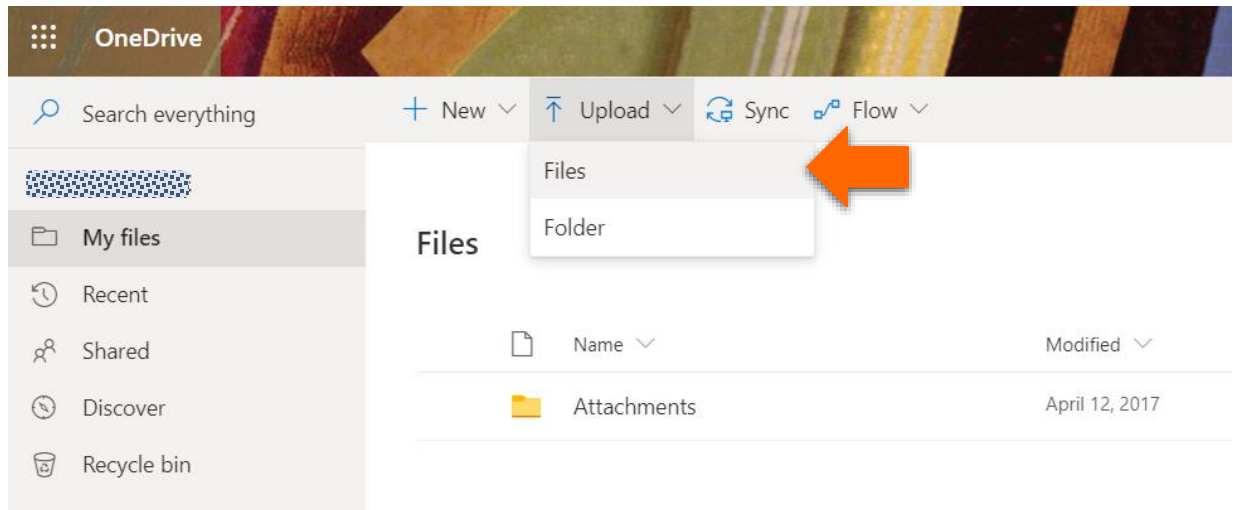To upload and share files using OneDrive, first navigate to One Drive. Then, click on **Upload → Files**.
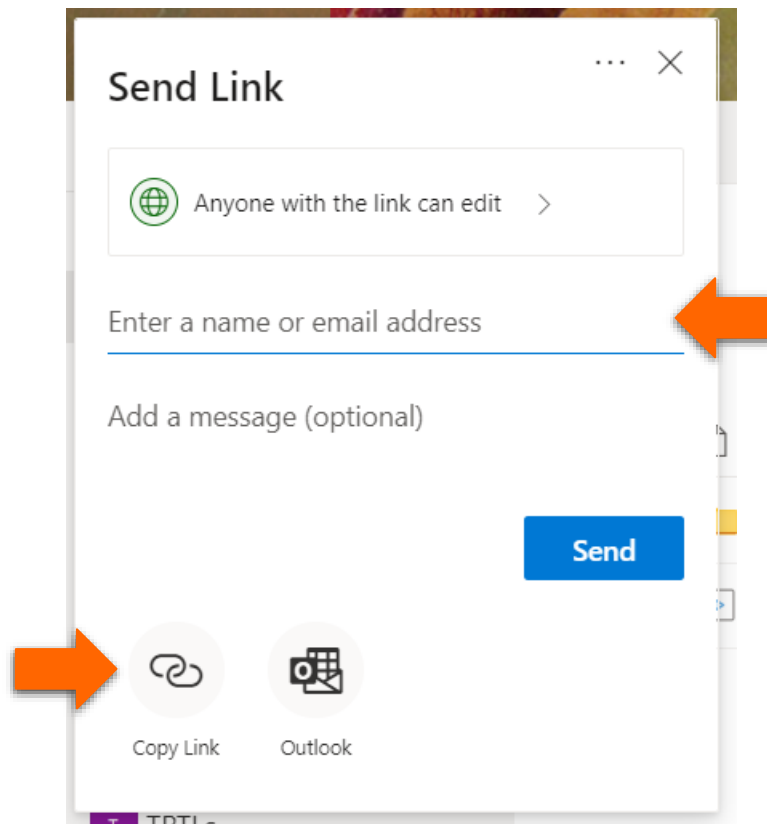

Choose your Zoom video recording file by navigating to your local **Documents → Zoom** and then choosing the folder containing the desired mp4 Zoom video file. Then, select the mp4 file and click **Open**.

Once the file has been uploaded, you will be prompted with the option to share the file. Click **Share Link**.
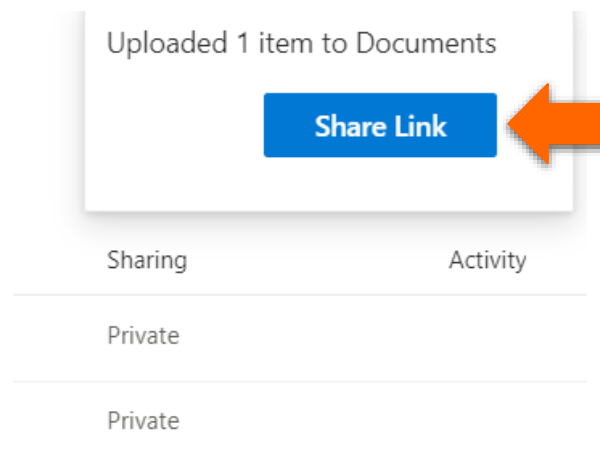
You will now have the option of entering recipients' names or email addresses or copying the link to the uploaded file for distributing.

Send Link   ··· ✕

⊕ Anyone with the link can edit   >

Enter a name or email address

Add a message (optional)

Send

🔗   📧
Copy Link   Outlook

Alternatively, you can also share your file by clicking on the sharing button next to the newly uploaded file.

📁 Attachments   April 12, 2017

○ ▶ zoom_0.mp4   ↪   A few seconds ago