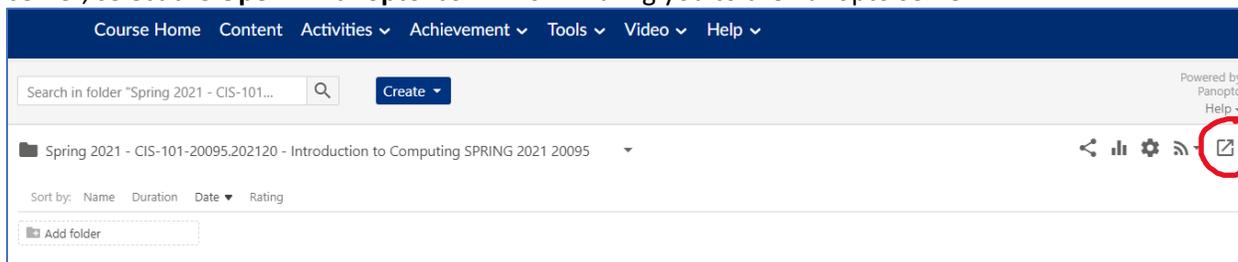


HOW TO ACCESS & SHARE A LINK TO YOUR ZOOM RECORDING

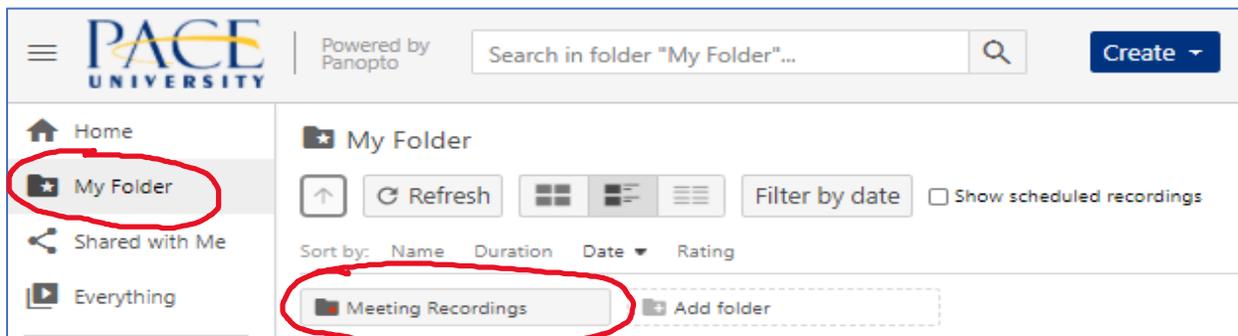
1. Sign into <https://classes.pace.edu> and select your course. Once you are in your course on classes, select **Video** from the nav bar followed by **Panopto**.



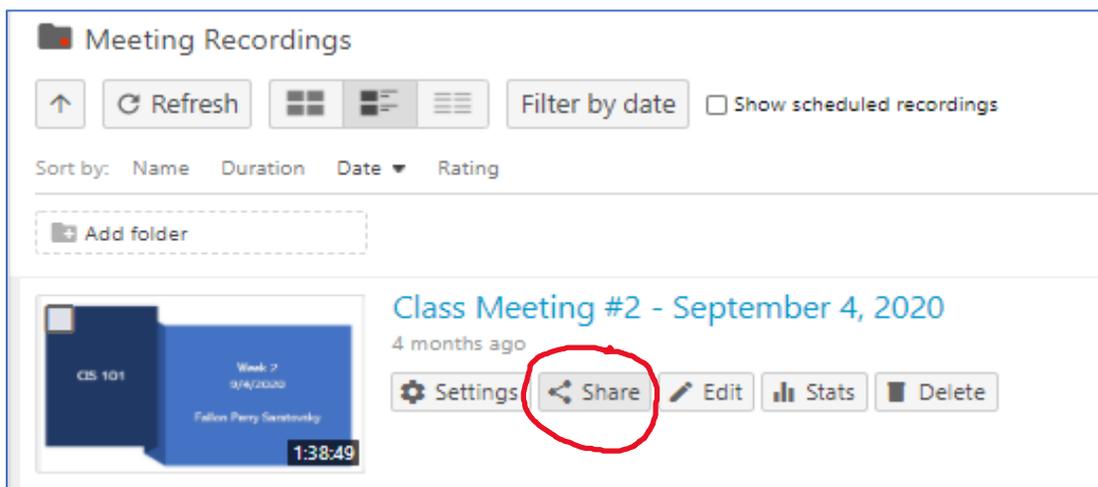
2. You will now see your course's Panopto Recordings folder. To access your Zoom recordings from the Panopto server, select the **Open in Panopto** icon. This will bring you to the Panopto server.



3. Once you are on the server, select **My Folder**. Select the tab that says **Meeting Recordings**. In this folder you will find your cloud Zoom meeting recordings.



4. Once you have located your Zoom meeting, you would like to share. Hover over the recording and select **Share**.



5. A settings window will appear. With **Share** selected, make sure to change **Who Has Access** from **Specific People** to **Anyone with the Link** followed by **Save Changes**.

The screenshot shows the Panopto interface for a session titled "Class Meeting #2 - September 4, 2020". The "Share" tab is selected in the left-hand navigation menu. The "Who has access:" section is visible, showing the current setting as "Specific people" (locked). Below this, several other access options are listed: "Anyone at your organization with the link", "Anyone at your organization", "Anyone with the link", and "Public on the web". The "Anyone with the link" option is circled in red. At the bottom of the settings window, the "Save changes" button is also circled in red.

6. You can now share the **link** by simply copying and pasting it to the desired location.

This screenshot shows the same Panopto interface as the previous one, but with the shareable link highlighted in red. The link is: <https://pace.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=d22bf0ad-5222-4e98-92d4-ac2d00e5e911>