HOW TO ACCESS & SHARE A LINK TO YOUR ZOOM RECORDING

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

Introduction to Computing SPRING 2021 20		F 4
Course Home Content Activities - Achievement - Tools - Video -	Help 🗸	
Course Media Gallery (H	Kaltura)	-
Panopto	-1	te
Introduction to Computir Zoom	2	0095

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.

Course Home Content Activities - Achievement - Tools - Video - Help -	
Search in folder "Spring 2021 - CIS-101 Q Create -	Powered by Panopto Help v
Spring 2021 - CIS-101-20095.202120 - Introduction to Computing SPRING 2021 20095	< u ✿ » · [2]
Sort by: Name Duration Date Rating	
Add folder	

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.

≡		Powered by Panopto Search in folder "My Folder" Q Create -
♠	Home	My Folder
	My Folder	↑ C Refresh
<	Shared with Me	Sort by: Name Duration Date 🖛 Rating
Þ	Everything	Meeting Recordings

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

Meeting Recordings						
↑ C Refresh						
Sort by: Name Duration Date 💌 Rating						
Add folder						
Class Meeting #2 - September 4, 2020						
4 months ago						
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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**.

Class Me	eeting	#2 - Septen	nber 4, 20	020	Learn more	×	
Overview Share Outputs	Link	Embed	m/Panopto/Pag	es/Viewer.aspx?id=d22bf0a	d-5222-4e98-92d4-ac2d00e5e91	1	
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			-	Anyone at you Unlisted, anyone Anyone at you Anyone at you	our organization with the lin at your organization who has the lir our organization organization can find and view.	K ık can view.	
				C Anyone with Unlisted, anyone	the link who has the link can view. No sign-i	in required.	
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				Save changes Cancel			

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

