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The following link contains information from Zoom.us about their video conferencing platform:

- Users and Participants: <https://support.zoom.us/hc/en-us/articles/206175806>
- Zoom Video Tutorials: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
- Zoom Password Rest: https://zoom.us/forgot_password

Zoom can be used in conjunction with Blackboard by one of two methods.

1. Faculty can take their Zoom meeting invitation link and past it into a Web Link or Announcement or other Blackboard content. You can learn how to get the invitation link at the following link: <https://support.zoom.us/hc/en-us/articles/201362773-Where-can-I-find-the-meeting-invitation-text>
2. Alternately faculty can use the blackboard integration tool to connect their course to their Zoom account. Students will see a simplified view when they open the Zoom tool. They will not be able to use it to access cloud recordings. To add Zoom to your course this way, create a Tool Link on the menu and make it available to students. If you are not familiar with how to make a Tool Link refer to [Article 618: Create a Tool Link](#)

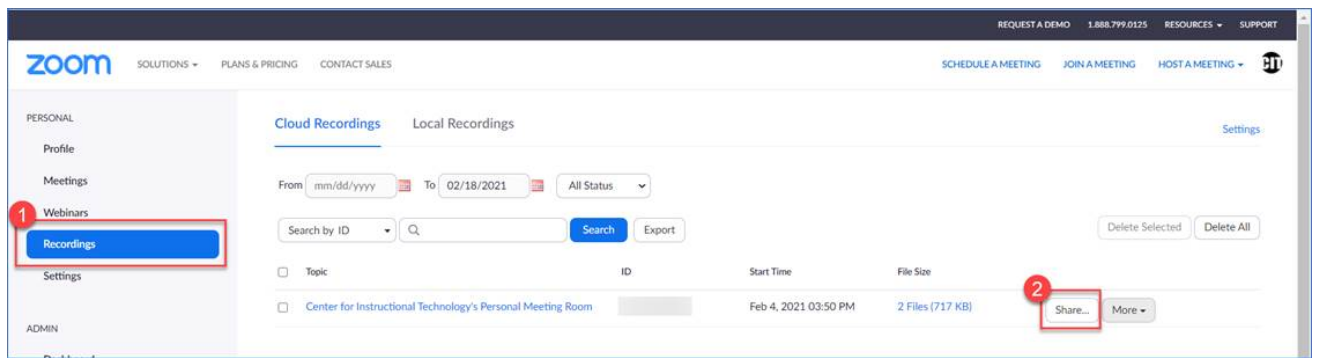
Note: The Blackboard integration only works with Zoom accounts that have been licensed to Eastern as approved by the Provost. Free or personally owned accounts won't work with the integration (they can still use method 1).

Other general Zoom help center information: <https://support.zoom.us/hc/en-us>

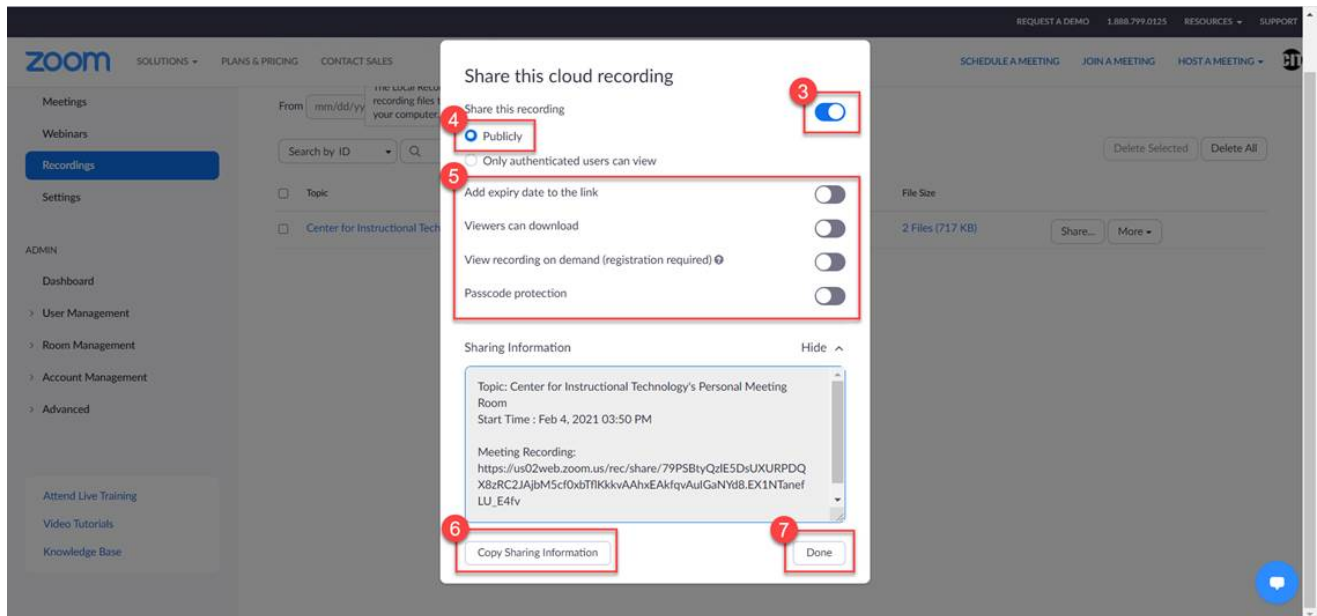
Share a Zoom Recording

To Share a Zoom recording, log into your Zoom account and follow the steps below.

1. Click the **Recordings** menu option
2. Click the **Share** button of the recording that needs to be shared

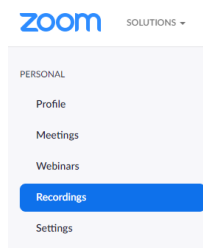


3. Click the **Share this recording** toggle button so it's blue
4. Click the **Publicly** radio button.
5. Adjust the share settings
 - **NOTE:** A blue toggle button indicates the setting is set to be used.
6. Click the **Copy Sharing Information** button
 - **NOTE:** The copied information can be pasted to the Team site for members of the team to view the recording.
7. Click **Done**

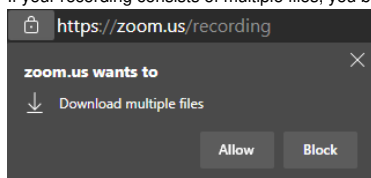


1. Log into your University Zoom account at the link below.
[Sign In - Zoom](#)

2. On the left-hand side, click **Recordings**.



3. Under the **Cloud Recordings** tab, click the **More** button beside the recordings you would like to save and choose **Download**.
 - a. If your recording consists of multiple files, you browser may ask you to allow Zoom to download multiple files.



Click **Allow**.

