

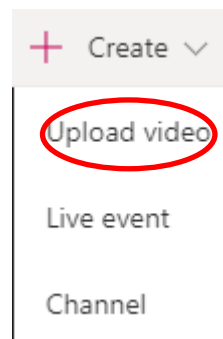
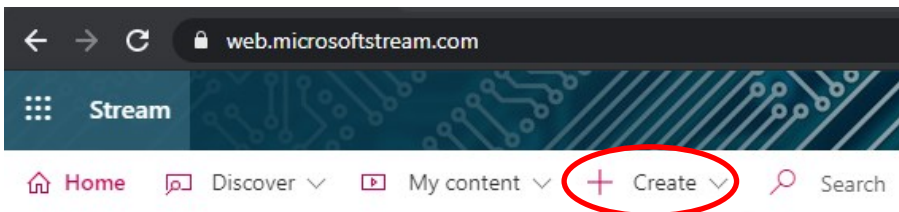
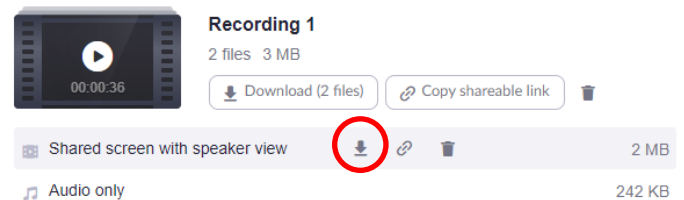
Moving Recording from Zoom Cloud Storage to Microsoft Stream

Only people with an OSU email will be able to view these videos.

In your Zoom application navigate to the meetings tab, and click on recorded.

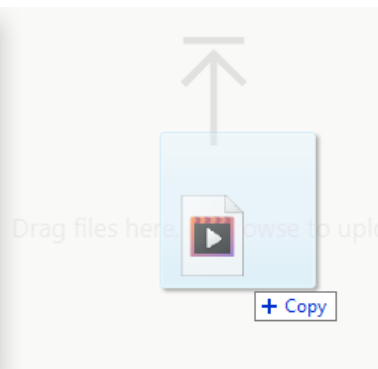
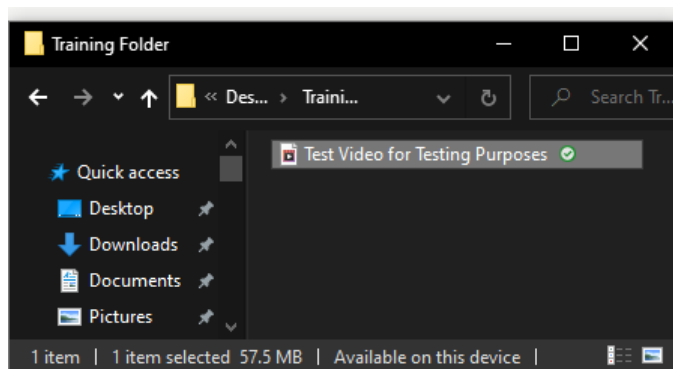
In the meeting that you are wanting to move click the blue open button.

It will open the recording in your web browser. Hover over the "Shared screen with speaker view" option and click the downward arrow to download the video.

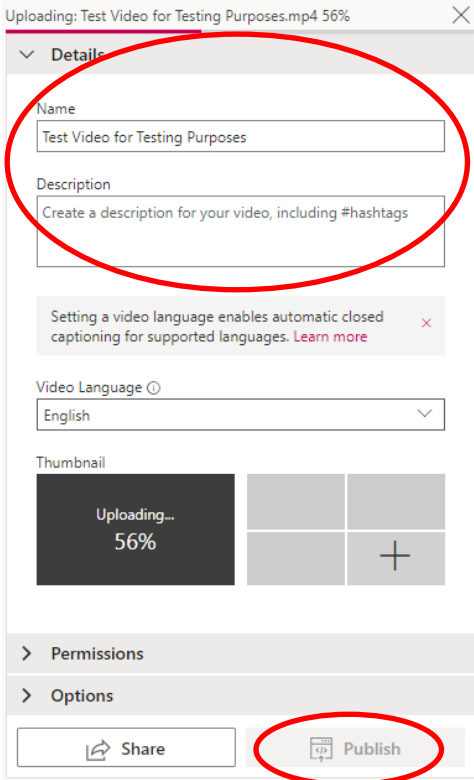


In Microsoft Stream click on the Create button with a red plus sign beside it.

In that drop down menu choose upload video.



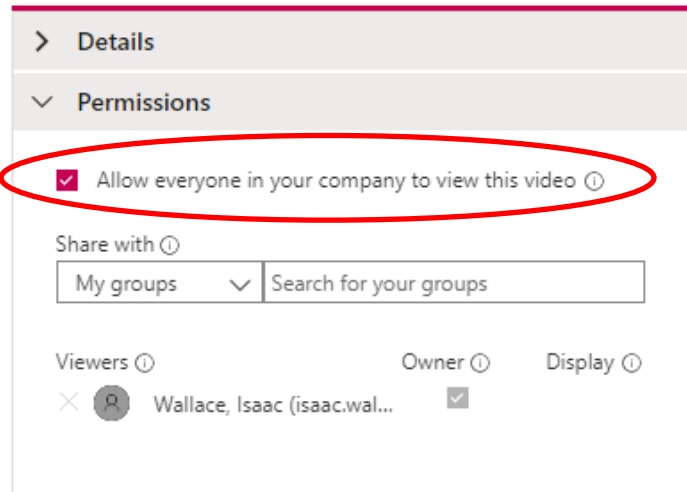
It will open a spot for you to be able to drag and drop the video you want to upload like the one we downloaded earlier.



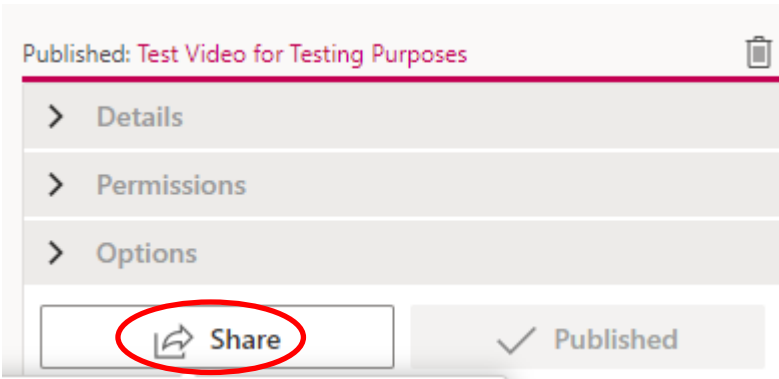
It will bring up the uploading page. Put in a Name for the video and a description of what it is a video of.

One thing I want to point out is under the permissions tab.

The check box that allows everyone at OSU to view the video. If you need to you can only share it with individual people, but by default it will be with everyone.

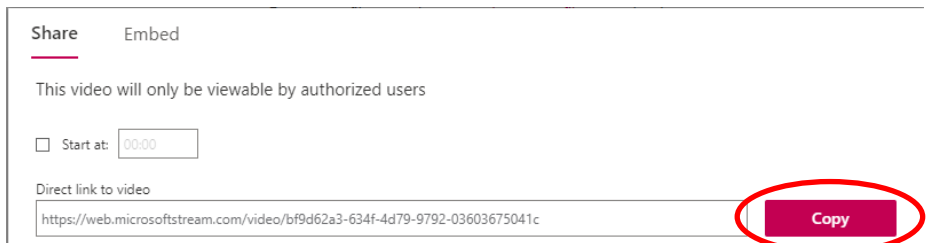


Once your permissions are set to your liking click on the publish button at the bottom of the upload page.



You will get this message once it is uploaded and published. (This may take some time depending on your internet connection.)

Click on the share button and you will be given a direct link to the video. Click on the copy button and email the link out.



Deleting Your Recordings After Moving

After you have moved your meeting recording to Microsoft Stream, if you used the Record to the Zoom Cloud feature, you'll want to remove the recording from Zoom to make room on the server for other recordings.

Disclaimer: Please be sure that you have successfully moved your recording to Stream before deleting it from the Zoom server. This action is irrevocable.

Log into the Zoom web interface at dasnr.zoom.us. Once logged in, click the **Recordings** link in the navigation menu on the left. Find the recording you just moved, and click the **More** button to the right and select the **Delete** option in the submenu.