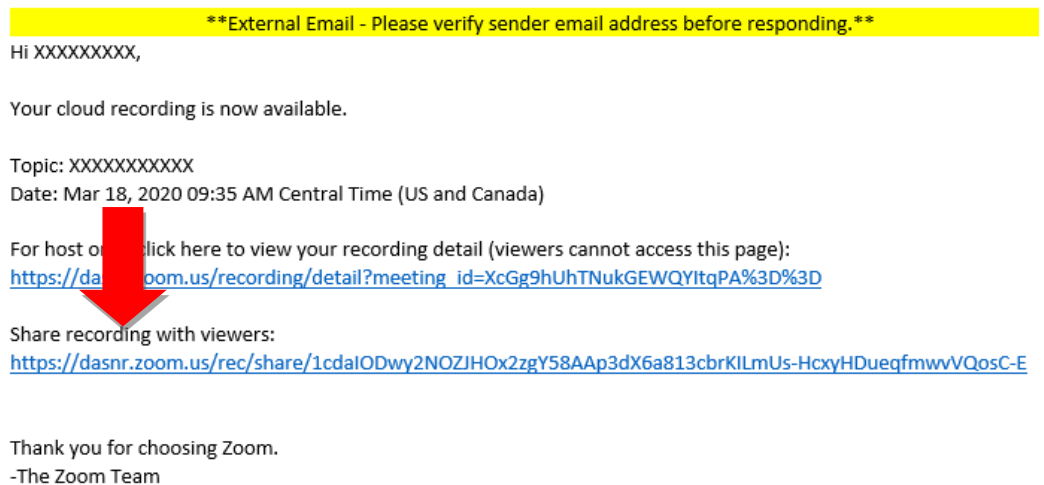


# Uploading zoom recorded videos to YouTube.

Uploading a zoom recording will take some preparation and planning to get it done correctly. Recording a zoom session can not be an afterthought as sessions are not recorded by default. The following items are easy steps that you can use to record a zoom session and have a YouTube video you can share.

1. When the Zoom session begins, click the record button on the main menu bar and choose record to cloud. (you will have to be a host or cohost to have the record functionality.)
2. When the Zoom session concludes, end the recording which is shown in the top left of the Zoom window.

3. After a short period of time the host of the Zoom meeting will receive the email in the image. (this can take more than a few minutes especially if the session was over an hour.)



4. Then you will need to copy the link under “Share recording with viewers” and email it along with a title for the session to Craig Woods in Ag Communications Services. (craig.woods@okstate.edu) You will also need to specify if the video needs to be unlisted or open to the public. (unlisted means that only people who have the link will be able to access the video.)
5. After the video has been uploaded, Craig will send you the link to the YouTube video that can be distributed.

## Important Information:

1. We have limited storage space available with Zoom for online recordings. Recordings will be deleted as space is needed in Zoom. So it is very important that all videos be uploaded to YouTube and just not distributed from the Zoom recording email (shown above.)
2. If you do not want your video viewable by the general public, you should choose the unlisted option when sending the information to Craig Woods.