

HOW TO ACCESS ZOOM RECORDINGS

RAICHEL TO THE *Rescue*

- SIGN INTO ZOOM.US

- SELECT RECORDINGS ON THE LEFT HAND SIDE

FOR RECORDINGS IN THE CLOUD

- SELECT CLOUD RECORDINGS

- TO SHARE THE RECORDING CLICK SHARE BUTTON
HERE YOU CAN CUSTOMIZE THE VIEW SETTINGS

- CLICK COPY SHARING INFO TO IN ORDER SEND IT TO
PEOPLE VIA TEXT OR EMAIL OR ADD LINK TO WEBSITE

- CLICK DONE

TO DOWNLOAD OR DELETE VIDEO

- CLICK THE 3 ... DOTS NEXT TO SHARE BUTTON

- CHOOSE DOWNLOAD OR DELETE

HOW TO ACCESS ZOOM RECORDINGS

RAICHEL TO THE *Rescue*

FOR LOCAL RECORDINGS ON YOUR COMPUTER

SELECT LOCAL RECORDINGS

HERE YOU CAN OPEN OR DELETE THEM

TO FIND YOUR LOCAL ZOOM RECORDINGS ON YOUR COMPUTER

- FOR MAC - CLICK ON FINDER NAVIGATE TO MY DOCUMENTS - LOOK FOR THE ZOOM FOLDER
- FOR PC - CLICK ON YELLOW FOLDER ON THE BOTTOM TOOLBAR THEN NAVIGATE TO MY DOCUMENTS - LOOK FOR THE ZOOM FOLDER