

Recording in Zoom and Saving to the Cloud on an iPad

Recording to the Zoom Cloud

- If your student iPad does not have a Zoom app installed, go to the apps store and download the Zoom Cloud Meetings App.
 - To launch the App Store, select the App Store icon from the home screen.
 - You may also launch a Zoom meeting from zoom.com from a web browser.
- From the Zoom app:
 - Select Sign In > Sign in with SSO.
 - Enter **wcupa** for company domain > Continue.
 - Login with your WCU student credentials (@wcupa.edu).
 - Select **New Meeting**.
- Once a meeting has been launched:
 - Select the [...] (More) option from the Zoom Toolbar.
 - Select **Record to the Cloud**.
 - Select Stop Recording or End Meeting to stop recording.
 - Once the meeting has ended your recorded video will begin to upload to your Zoom Cloud.

ACCESSING YOUR RECORDING

- Login to your WCU Zoom account online.
- Select **Recordings** from the left toolbar.
- Find your recording and Select **Share...** to copy Sharing information and apply any security changes.
- Set your privacy settings to Anyone with the link or People in WCU can view or edit.
- There is also an option to set sharing to expire on a certain date and you can set a password.