Zoom Cloud Recordings

University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service
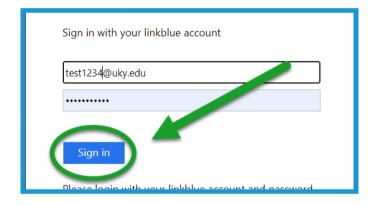

1. Go to **uky.zoom.us**, and click the Sign In button.

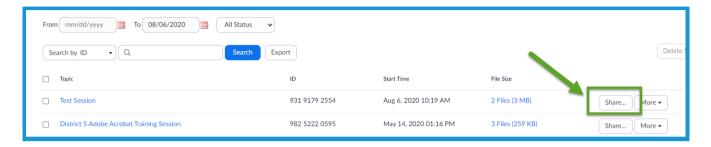2. On the next screen enter in your Linkblue credentials, and click Sign in.

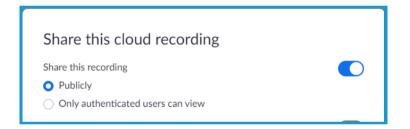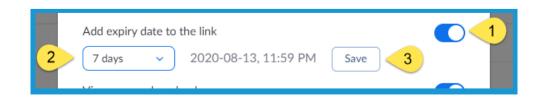3. Click on Recordings in the menu on the left side of the screen.

4. On the new screen, locate the meeting title.
To the far right of that listing, click Share

5. In the new window, select "Publicly" to allow anyone to access the link. If "Only authenticated users can view" is selected users with the link will have to sign in with their Linkblue credentials. **(See last page for how authenticated users access a Zoom recording.)**

6.You can turn on an expiration date for the link. If selected, you can determine the amount of days you want the link to work, and then select "Save".
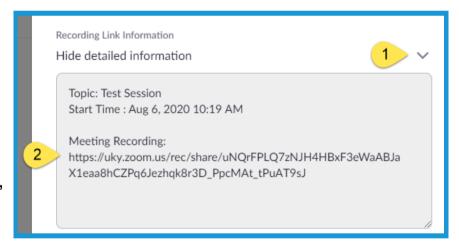

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7. Decide if you want users to be able download the video. If turned off, the content will be viewable only online.

Viewers can download

8. Turn on "Password Protection" to require the users to enter a password to view the video.

Password protection

9. Click the arrow to the right of Hide detailed information. You can then copy the link under "Meeting Recording". This can can now be pasted in the communication of your choosing, (Outlook, Canvas, etc.)
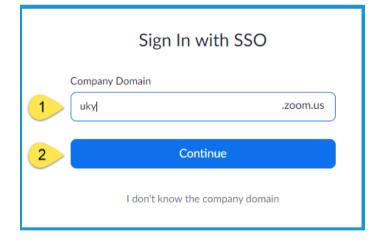
Recording Link Information
Hide detailed information 1

Topic: Test Session
Start Time : Aug 6, 2020 10:19 AM

Meeting Recording:
2 https://uky.zoom.us/rec/share/uNQrFPLQ7zNJH4HBxF3eWaABJa
X1eaa8hCZPq6Jezhqk8r3D_PpcMAt_tPuAT9sJ

1. Once the link is clicked they will need to select "Sign in with SSO" at the bottom of the page. **Do not try to login at the top of the screen**.

2. In the Company Domain field type in "uky", and then select "Continue".

3. On the next screen enter in your Linkblue credentials, and click Sign in.