

# RECORDING AND SHARING VIDEOS

Please record all of your meetings to your Computer and not the Cloud. Due to the high volume of recordings, we will not be able to store these in the Cloud.

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## HOW TO RECORD IN ZOOM

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## USE QUESTROMTOOLS MEDIA GALLERY

- Locate the video your have recorded on your computer
  - Look in **Documents -> Zoom**
- In Questrom Tools, make sure the Media Gallery Tool is enabled
  - Go to Site Info -> Manage Tools, Check Media Gallery and Continue to enable the tool
- In the Media Gallery Tab, click on Add Media and Upload your video

Boston University Questrom School of Business  
Questrom Tools

Home IS454 A1 Spring 20 Administration Workspace IS454 A1 Fall 19 IS454 A1 Spring 19

Media Gallery

Media Gallery

Add Media Cancel Publish

Select one or more media items to add to the current gallery

My Media

ADD NEW

Media Upload

Video Quiz

Justin Wolfers: "Gender and Economics Seminar Culture"

Justin Wolfers' (University of Michigan) talk on June 1, 2019 at the WeRISE Conference

on July 11th, 2019

WeRISE Panel and Closing Remarks

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## DELETE RECORDING TO REDUCE STORAGE USAGE ON LOCAL COMPUTER

**PLEASE DO NOT DELETE THE VIDEO UNTIL YOU HAVE POSTED IT TO QUESTROMTOOLS.**

- Locate the video your have recorded on your computer
  - Look in **Documents -> Zoom**
- Select all files in folder, right-click and select Delete.