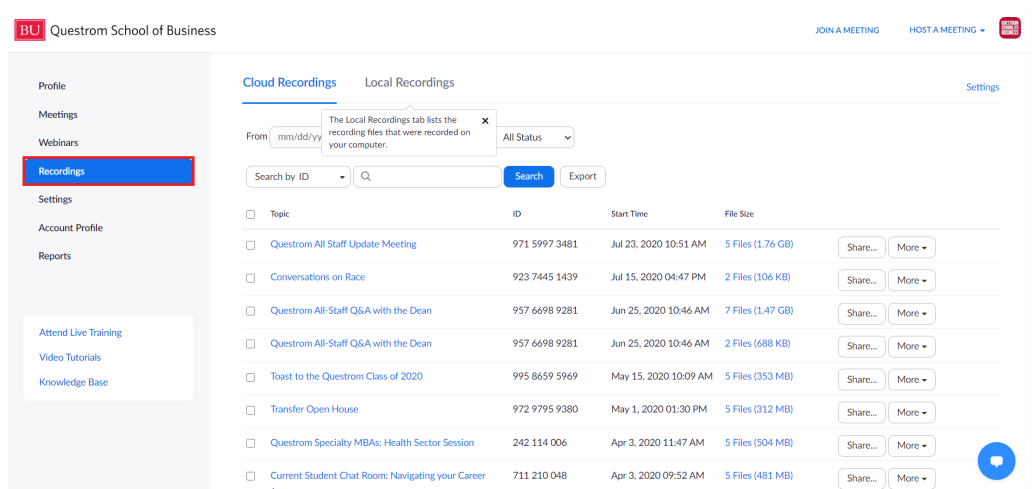


UPLOADING ZOOM CLOUD RECORDINGS TO MEDIA GALLERY

1

Locate your Zoom Cloud recording on BostonU.zoom.us, under the 'Recordings' tab.



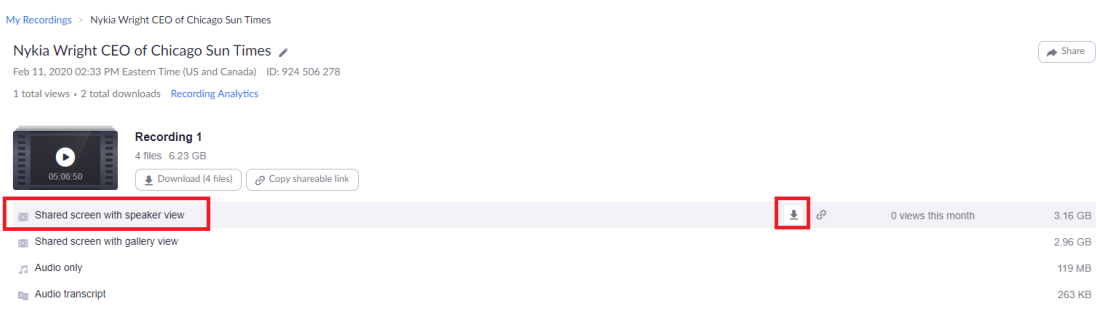
2

Click the Topic of the Recording you are looking to download

Topic	ID	Start Time	File Size	Share...	More ▾
Nykia Wright CEO of Chicago Sun Times	924 506 278	Feb 11, 2020 02:33 PM	16 Files (14.86 GB)	Share...	More ▾
Nykia Wright CEO of Chicago Sun Times	924 506 278	Feb 11, 2020 02:32 PM	2 Files (1 MB)	Share...	More ▾
Nykia Wright CEO of Chicago Sun Times	924 506 278	Feb 11, 2020 09:56 AM	4 Files (5.98 GB)	Share...	More ▾
Nykia Wright CEO of Chicago Sun Times	924 506 278	Feb 11, 2020 08:04 AM	3 Files (2 MB)	Share...	More ▾

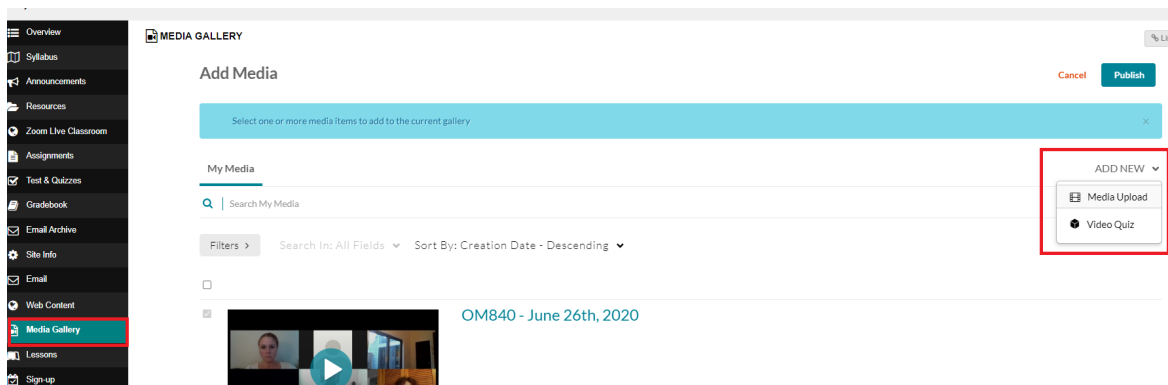
3

Hover over 'Shared Screen with Speaker View' and click on the Download icon.



4

Navigate to the Media Gallery tab in QuestromTools. Click 'Add Media', 'Add New', 'Media Upload'



5

Locate the recording download. Then rename the video and click Save.

DO NOT CLOSE THE WINDOW UNTIL THE UPLOAD IS COMPLETED.

