Automatically Importing Zoom Cloud Recordings to Mediasite

There are two ways to schedule Zoom meetings which will automatically import cloud recordings to Mediasite. This must be enabled when creating the Zoom meeting or can be edited in the meeting settings prior to the start of the Zoom meeting. This option only works for cloud recordings. Be sure to choose the cloud recording option when starting your recording. Visit https://ncat.zoom.us regularly to purge obsolete and unneeded recordings.

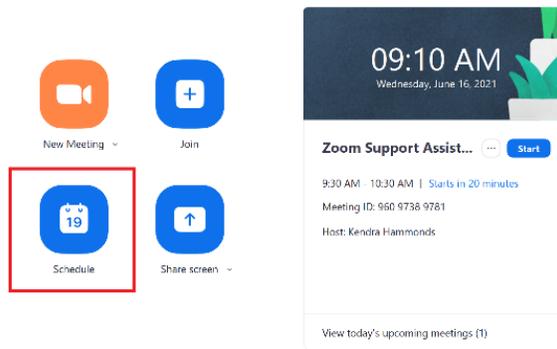## Scheduling a Zoom meeting through a web browser

1. Visit https://ncat.zoom.us and sign in using your OneID credentials.
2. Click **Meetings** in the left menu and then click **Schedule a Meeting**.
3. Set up your meeting as usual, then scroll to the **bottom of the screen** to the option for **Import to Mediasite**. Click the dropdown arrow and select **Yes**.
4. **This is not an automatic global meeting setting** and the option will need to be selected during set up for each Zoom meeting created to ensure that the recording will be automatically imported into Mediasite.

Scheduling a meeting through the Zoom Client (application)

1. Open the **Zoom application** on your computer.
2. In the **Home** tab, click **Schedule**.
3. Fill out the meeting options, scroll to the **bottom of the screen**, and expand the **Advanced Options** menu.
4. Click the dropdown box for **Import to Mediasite**. Select **Yes**.

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Access the Recording via Mediasite

1. Visit **Mediasite** to access the recording: http://Mediasite.ncat.edu/Mediasite/myMediasite
2. **Sign in** using your OneID credentials and navigate to **My Presentations**.
3. This screen will allow you to preview current recordings and publish or share the recordings.