

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

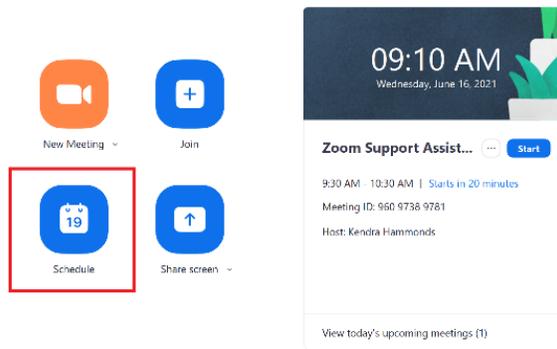
1. Visit <https://ncat.zoom.us> and sign in using your OneID credentials.
2. Click **Meetings** in the left menu and then click **Schedule a Meeting**.
3. Set up your meeting as usual, then scroll to the **bottom of the screen** to the option for **Import to Mediasite**. Click the dropdown arrow and 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.

The screenshot displays the Zoom web interface. In the top left, the Zoom logo is visible along with navigation links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES. On the right, there are links for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The left sidebar shows the 'PERSONAL' menu with 'Meetings' highlighted. The main content area is titled 'Meetings' and includes tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A date range selector is present, and a 'Schedule a Meeting' button is highlighted. Below this, the 'Meeting Options' section contains several checkboxes: 'Allow participants to join anytime', 'Mute participants upon entry' (checked), 'Breakout Room pre-assign', 'Enable additional data center regions for this meeting', and 'Approve or block entry for users from specific countries/regions'. At the bottom, the 'Import into Mediasite' dropdown menu is open, showing 'Yes' selected, with 'Alternative Hosts' visible below it. 'Save' and 'Cancel' buttons are at the bottom of the dropdown.

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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**.



Advanced Options ^

- Enable join before host
- Mute participants upon entry
- Only authenticated users can join: Sign in to Zoom
- Enable additional data center regions for this meeting

Alternative hosts:

john@company.com

Import into Mediasite:

(Optional)

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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.

The screenshot shows the Mediasite user interface for Kendra Hammonds. The top navigation bar includes 'Home', 'Moderation', and a profile icon, along with an 'Add Presentation' button and a search icon. The left sidebar shows the user's profile 'KH Kendra Hammonds' and a menu with 'My Presentations' (highlighted with a red box) and 'My Drafts'. Below the sidebar are sections for 'Channels' (no favorite channels), 'Shared Folders' (no favorite shared folders), and a 'Total Quota Used' progress bar. The main content area is titled 'My Presentations' and features three filters: 'Sort By' (Most Recent), 'Source' (Any Source), and 'Quizzes' (Any). A light blue message box states, 'You currently own no Presentations.'