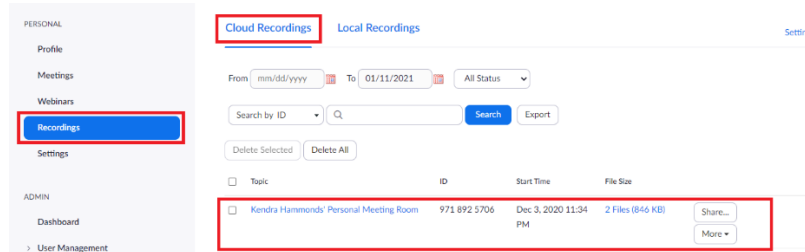
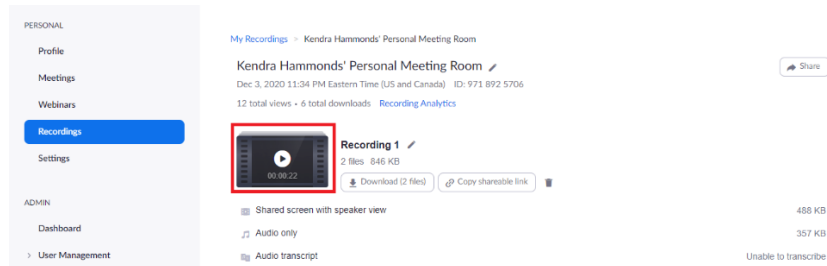


How to Trim a Video Saved in Zoom's Cloud

Step 1: Sign into your Zoom account via <https://ncat.zoom.us/> and select **Recordings** in the left panel. Select the recording to be trimmed. You may search for the recording by Date, ID, Topic, or Keyword.



Step 2: Click the **Play** button on the video.



Step 3: Select the **Scissors** icon to begin trimming the video.



Step 4: Note that you are changing the playback range for this recording, **not** the original recording.

The original recording will still be viewable by anyone with whom you share it.

Set Playback Range

Viewers will be able to watch the recording only within the set playback range through the sharing link.

This will not affect the original recording. If you enable downloads, viewers will have access to the full-length recording and all relevant files, including audio transcripts, chat, and subtitles.

Do not remind me again

Got it

Step 5: After trimming to your desired length, **Save** the video to a desired location locally, such as the desktop or a folder.



Step 6: Return to the video from the **Recordings** menu to **Share** the video.

Note: If you allow downloads, users will see the original recording untrimmed.

Disable this option, if you do not want others to view the full recording.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings**
- Settings

My Recordings > Kendra Hammonds' Personal Meeting Room

Kendra Hammonds' Personal Meeting Room ✎

Dec 3, 2020 11:34 PM Eastern Time (US and Canada) ID: 971 892 5706

12 total views · 6 total downloads [Recording Analytics](#)

Recording 1 ✎

2 files 846 KB

Download (2 files) Copy shareable link

Share this cloud recording

Share this recording On

Publicly

Only authenticated users can view

Add expiry date to the link Off

Viewers can download Off

One or more video files in this recording have a set playback range. Please note that viewers will be able to download the full-length recording and all relevant files.

Viewers can see transcript On