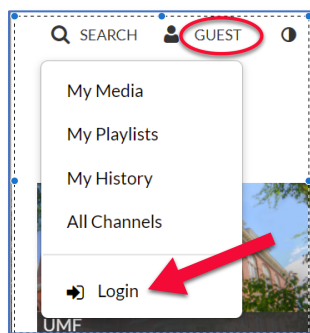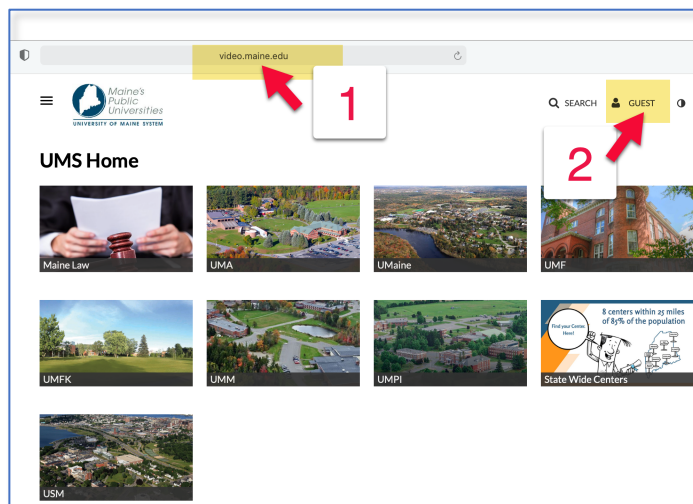# Kaltura and Zoom Recordings Guide

This guide shows you how:

- To locate your stored Zoom recordings in Kaltura.
- How to share the link to your video in Kaltura
- **PLUS:** How to use Launchpad to access Kaltura, University Gmail, Zoom & Google Drive with your active maine.edu account.

How to locate your stored Zoom recordings in your Kaltura account.

1. Click on this link: video.maine.edu
2. This will take you to a page that opens **UMS Home** (example below). (**#1**)
3. Now click on "**Guest**" (**#2**).
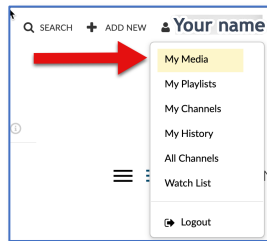

4. A dropdown menu will open.

5. Click on "**Login**" at the bottom of this menu.

6. Enter your maine.edu email and password in the login box.

7. You will now see your name in the top right corner of the UMS Home page.
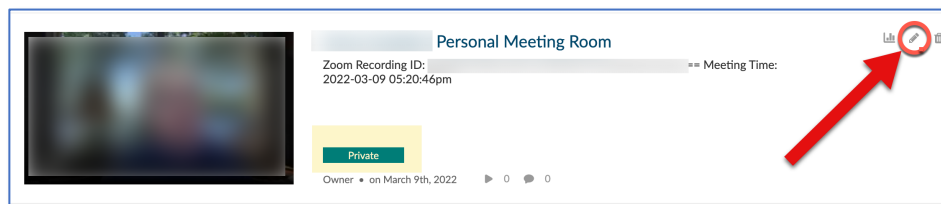
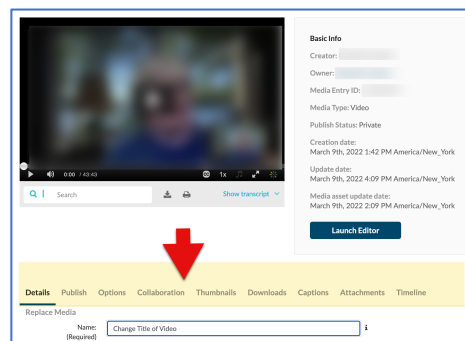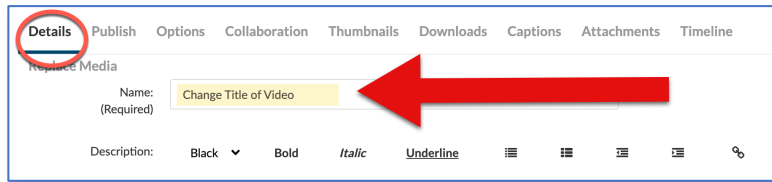8. Click on your name to open the dropdown menu.

9. Look in "**My Media**" for recordings that have already been moved from Zoom to your Kaltura account.

10. Click on the pencil next to the video you want to share.

11. You will see a larger version of your video. Look at the tabs below the video. (Highlighted in yellow in the screenshot below.)
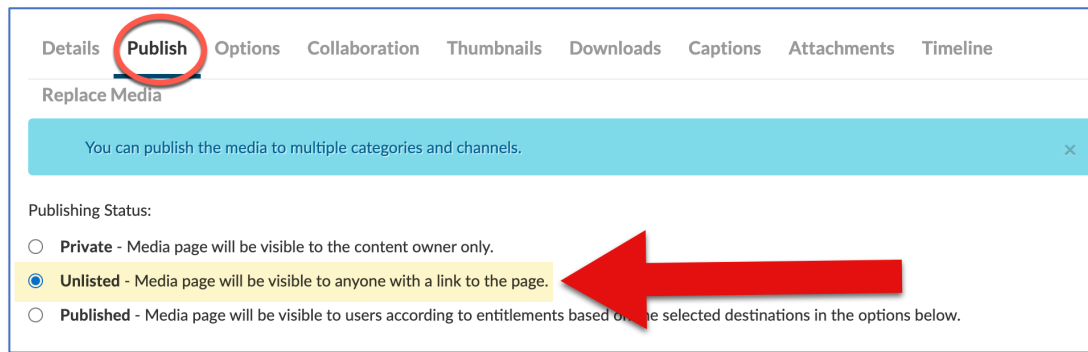
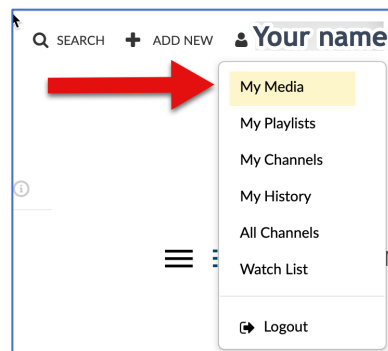Note – Under the "Details" tab you can change the title of your video.

12. Next, click on the "Publish" tab.

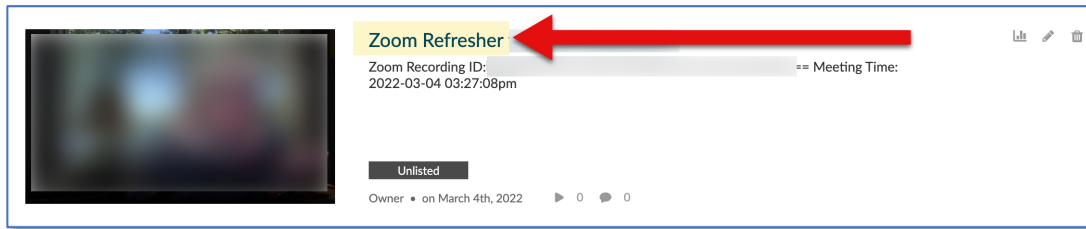13. Select "Unlisted." (Located under Publishing Status.)

Note: "Private" will prevent sharing & "Published" will share across the University of Maine System
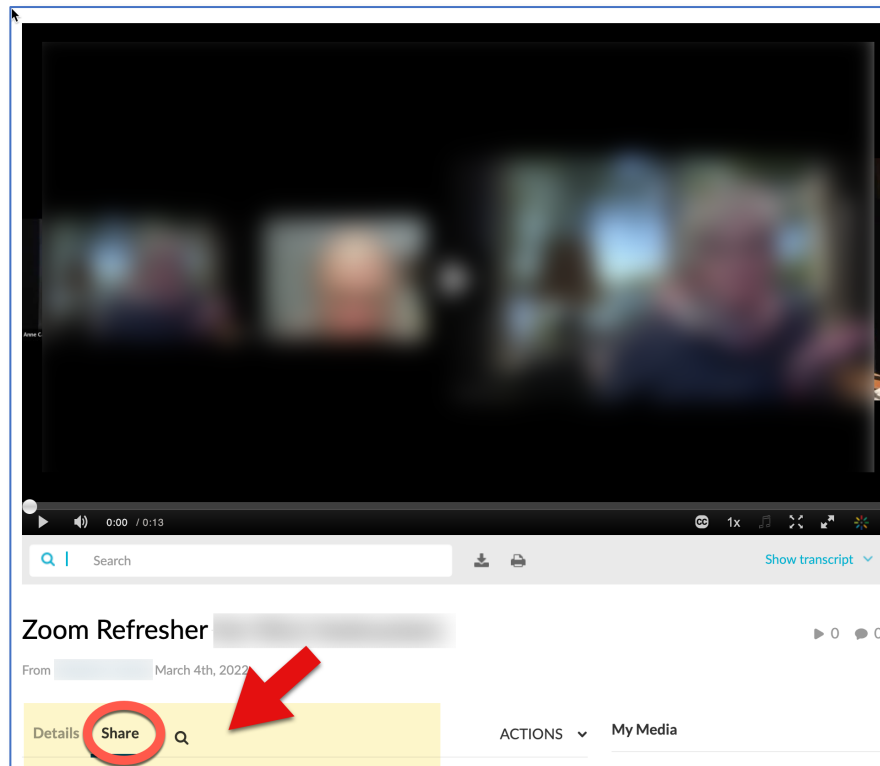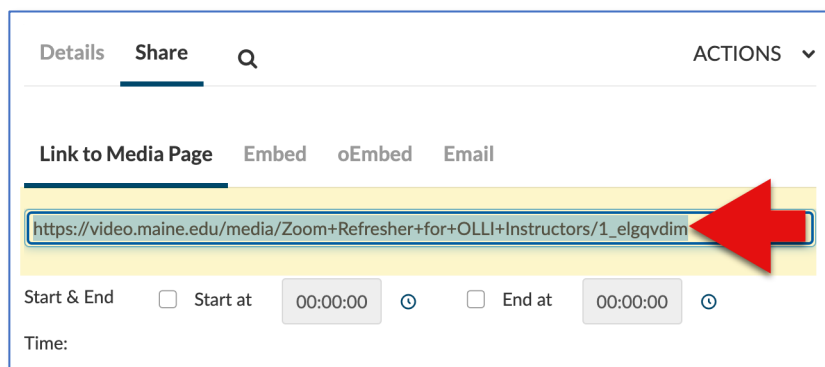

11. Return to "My Media" at the top of the page.

12. This time select the video by clicking on the video title.

13. Look below the video. (You will see fewer tabs this time.) Select the "Share" tab.

14. You will now see the link for you video (Indicated by red arrow below). You can copy the link and paste it into an email.

15. You can also click on the Email tab to autogenerate an email message with your video link.

How to use Launchpad to access Kaltura, University Gmail, Zoom & Google Drive with your active maine.edu account.

1. Go to https://mycampus.maine.edu/
2. Look for **LaunchPad** in the top left of your window.
3. The first time you access this page you will need to enter your maine.edu address and current password.