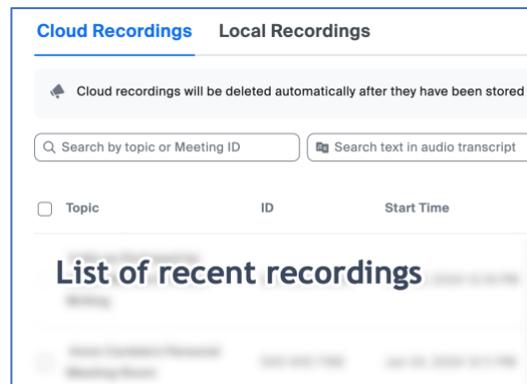
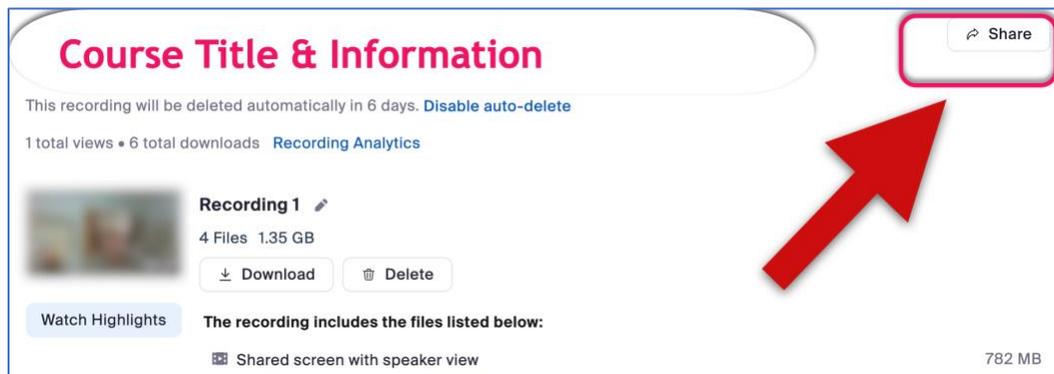


How to share your Zoom recording link.

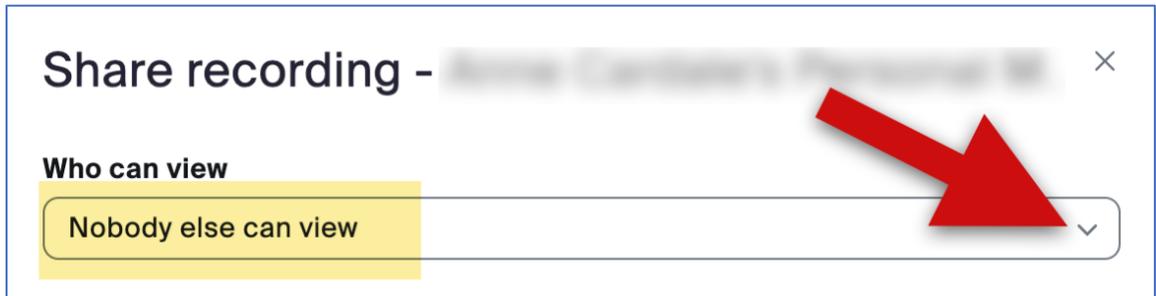
1. Log into your USM Zoom account.
2. Go to: <https://maine.zoom.us>
(Sign in using your maine.edu ID and password.)
3. Click on **Recordings** in the Zoom menu.
4. You will see a list of recent recordings.



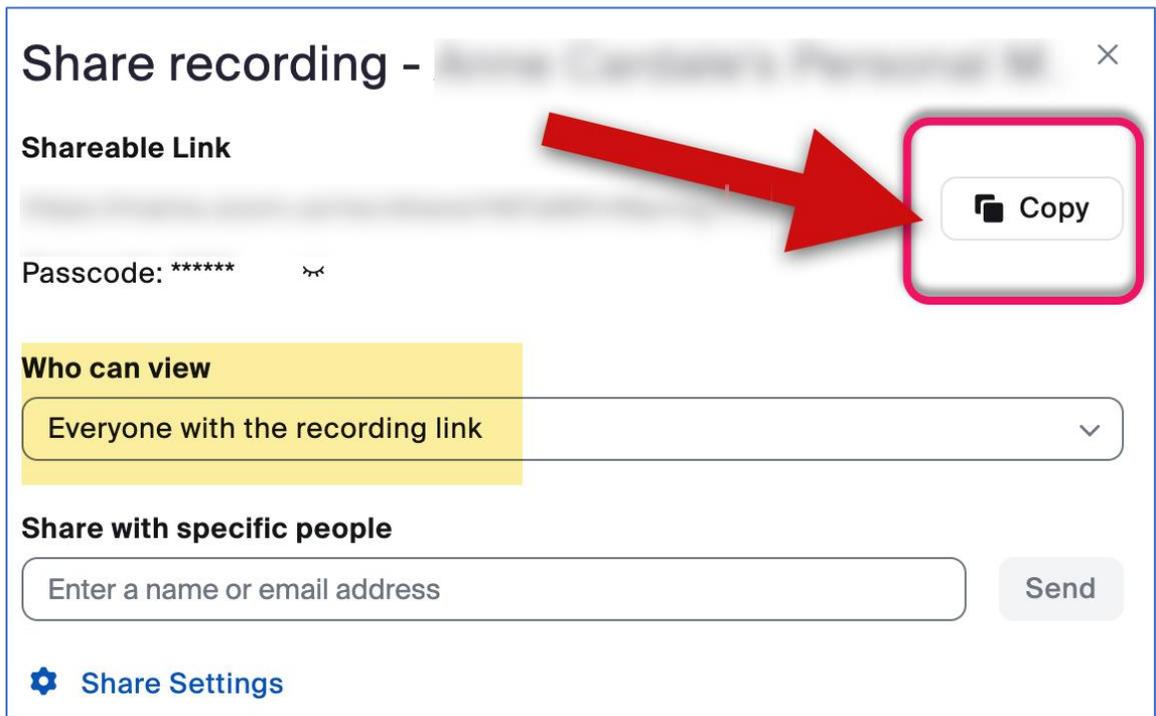
5. Look for the recording you want to share.
6. Click on the title.
7. Locate the **“Share”** button.



8. You must change the “**Who can view**” option in the next window. Click on the small downward pointing arrow and select “**Everyone with the recording link.**”



9. Now click on “**Copy**”



10. Once you have clicked on copy, you can paste the link into your email message to the class participants.
11. Inform people how long the link will be available to them on Zoom.
12. To make the password easier to read, make it **bold!**