MITALUMNI

Academy Process

Downloading the Chat and Recording

Sign into your Zoom account in a browser, click Recordings from left hand menu.
Find the meeting (you may need to search for it by a date window) and click the Share button.

Profile Meetings	Cloud Recordings Local Reco	ordings			
Webinars Personal Audio Conference	Q Search by topic or Meeting ID	Search text in audio transcript	Advanced Search Y		
Phone	П Торіс	ID	Start Time	File Size	
Personal Contacts Whiteboards	Third Awards Committee Meeting	972 2728 0612	Mar 13, 2023 09:57 AM	4 Files (1.22 GB)	2. Share
Recordings	Awards Committee Meeting	9813098 0267	Feb 17, 2023 09:37 AM	8 Files (2.71 GB)	Share

3. Match the settings below.

Share recording - Third Awards Committe	ee M ×
Shareable Link	
https://mit.zoom.us/rec/share/vRwjnIoS2JcBtCpZr26iCLfVs6N	🖕 Сору
Who can view 3.	
Everyone with the recording link	~
Share with specific people	
Enter a name or email address	Send
Share with all invitees	
Share Settings	

- 4. Close that window and click the 3 dots to the right of the meeting.
- 5. Click Download 3 files (the number may be higher if you stopped and started the recording).



6. The recording and 7. The chat will be downloaded.

