

How to Share the Cloud Recording

355 Zhefei Zhu Thu, Sep 29, 2022 Tencent Meeting

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Overview:

This guide will show you how to make some access restrictions on the recorded file and share it with other people

What to know:

The Cloud Recording function is only available with Tencent Meeting (not VooV Meeting) and there is no storage limitation.

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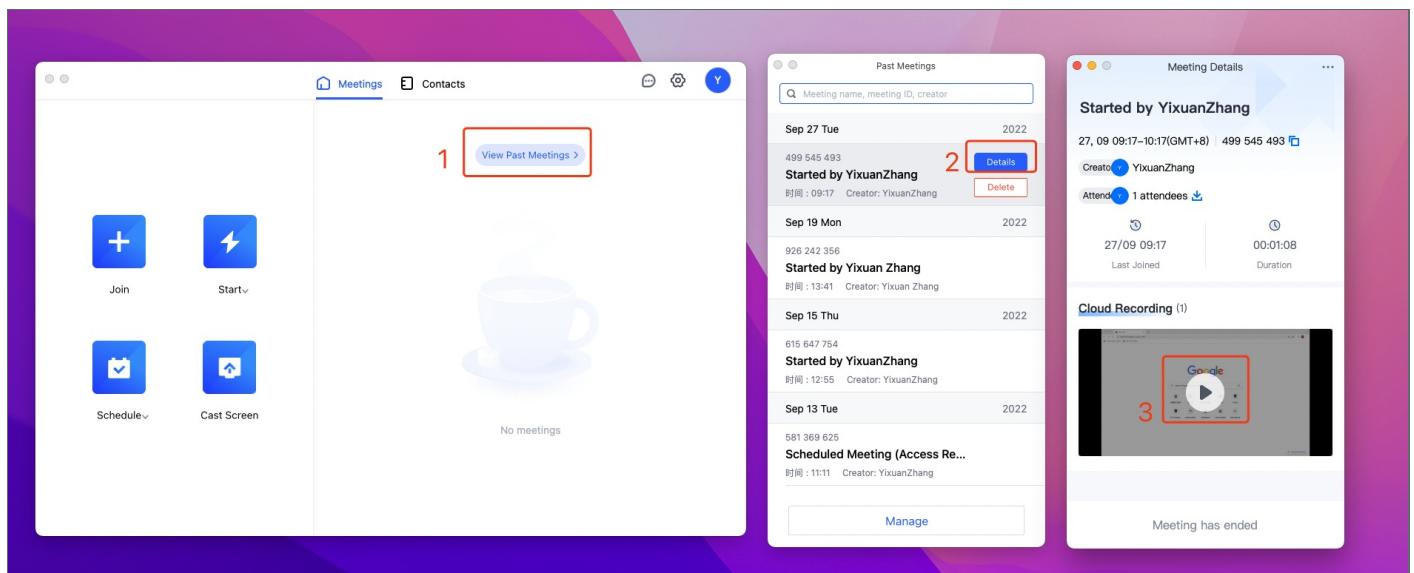
[Step 1: Find the recorded file](#)

[Step 2: Click the “Share All” button to set up sharing restrictions](#)

[Step 3: Click the “Copy Link” button, paste your link, and share it with others](#)

Step 1: Find the recorded file

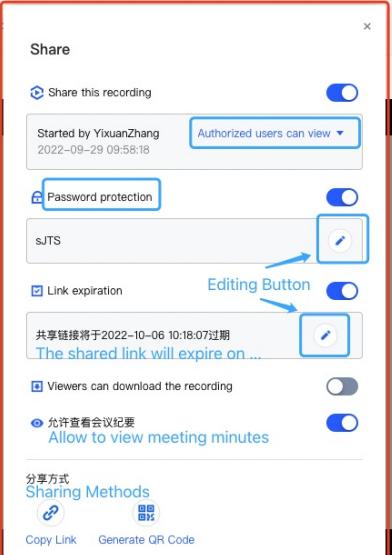
- 1) Click the " View Past Meetings " button;
- 2) Choose the meeting that you would like to share, and then click the " Details " button;
- 3) Click the "Play" button (in the middle of the video section), this will redirect you to a web page.



Step 2: Click the “Share All” button to set up sharing restrictions

Started by YixuanZhang
866 555 518 / 2022-09-29 09:58:18 / 1 total views/ 0 total downloads Recording Analytics

录制1



Share

Share this recording

Started by YixuanZhang 2022-09-29 09:58:18 Authorized users can view

>Password protection

sJTS

Link expiration Editing Button

共享链接将于2022-10-06 10:18:07过期
The shared link will expire on ...

Viewers can download the recording

允许查看会议纪要 Allow to view meeting minutes

Sharing Methods

Copy Link Generate QR Code

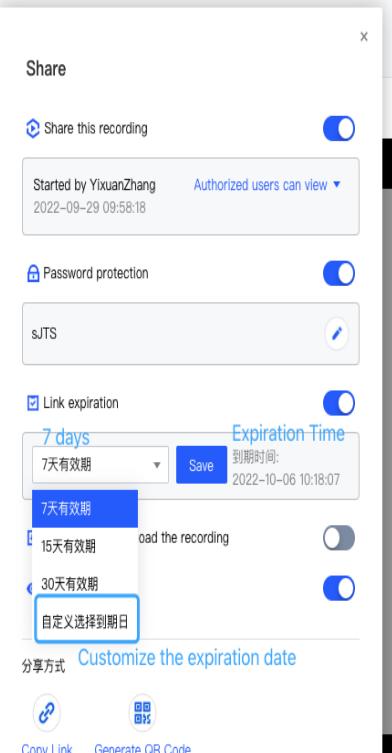
Share Export Edit Delete

Click the "Share All" button, and there will be a pop-up window that can help you to make some access restrictions:

- 1) select the scope of users who are able to view the recording
- 2) set up a password
- 3) set up an expired date

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录制1



Share

Share this recording

Started by YixuanZhang 2022-09-29 09:58:18 Authorized users can view

Password protection

sJTS

Link expiration

7 days Save 到期时间: 2022-10-06 10:18:07

7天有效期 15天有效期 30天有效期 自定义选择到期日

Expiration Time

Customize the expiration date

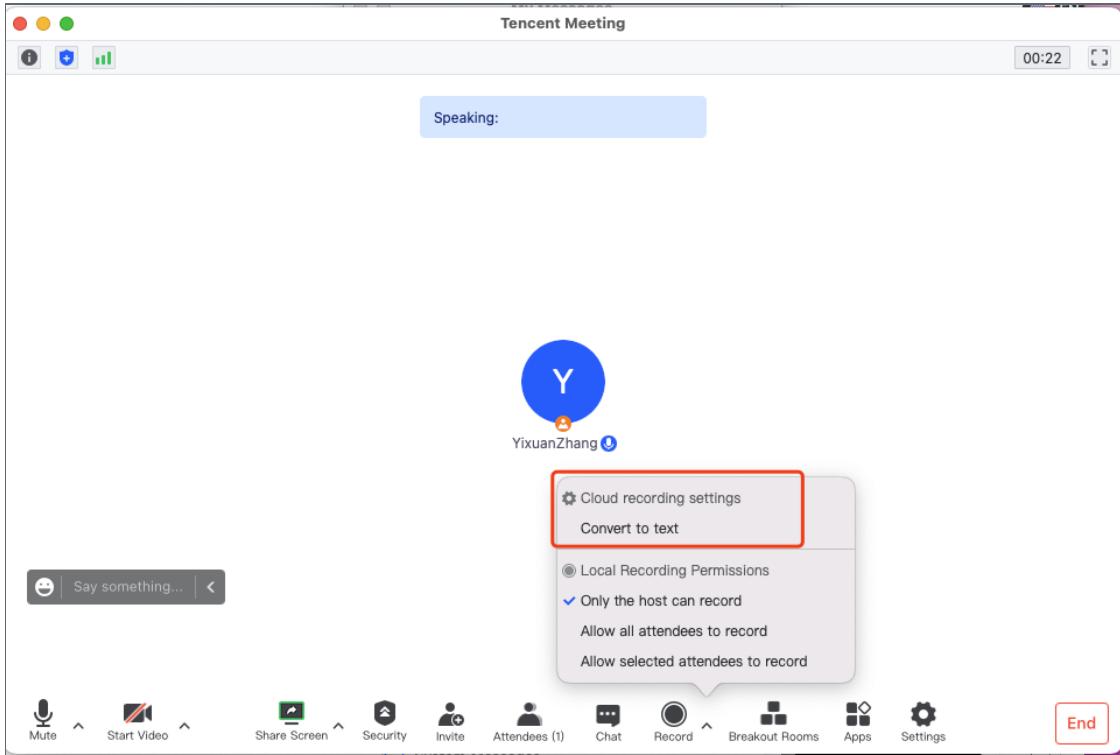
Copy Link Generate QR Code

Share Export Edit Delete

- 4) choose whether let viewers download this recording

- 5) allow to view meeting minutes or not

Please note this "meeting minutes" function is only available when you have selected the "convert to text" function.



Step 3: Click the “Copy Link” button, paste your link, and share it with others

