How to Share the Cloud Recording

🖹 355 🕘 Zhefei Zhu 🛗 Thu, Sep 29, 2022 🖿 Tencent Meeting

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

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.

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				Manage		Meeting has	ended

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

	C meeting.tencent.com/user-center/shared-record-info?id=2a7bccf5-a8ac-4b77-a353-eb4352eaef14&from=5&click_source_for_middle_login=2					
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Click the "Share All" button, and there will be a pop-up window that can help you to make some access restrictions:

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1) select the scope of users who are able to view the recording

2) set up a password

3) set up an expired date

Started by YixuanZhang 866 555 518 / 2022-09-29 09:58:18 / 1 total views/ 0 total downloads Recording Analytic	×	C Share All	€ 录制转写文本 ••••
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	 30天有效期 自定义选择到期日 		
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	Copy Link Generate QR Code		
🖸 Share 🛃 Export 🖬 Edit 🗓 Delete			

4) choose whether let viewers download this recording

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



Online URL: https://knowledgebase.xjtlu.edu.cn/article/how-to-share-the-cloud-recording-355.html