

How to Share the Cloud Recording

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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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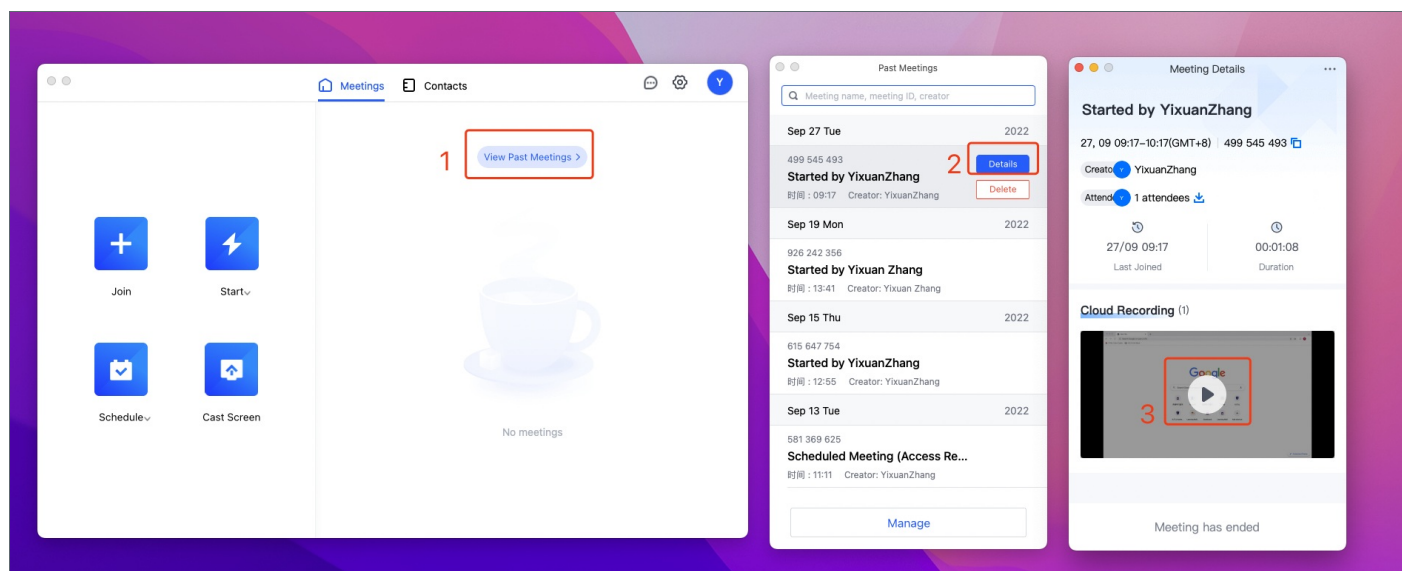
Step 1: Find the recorded file

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

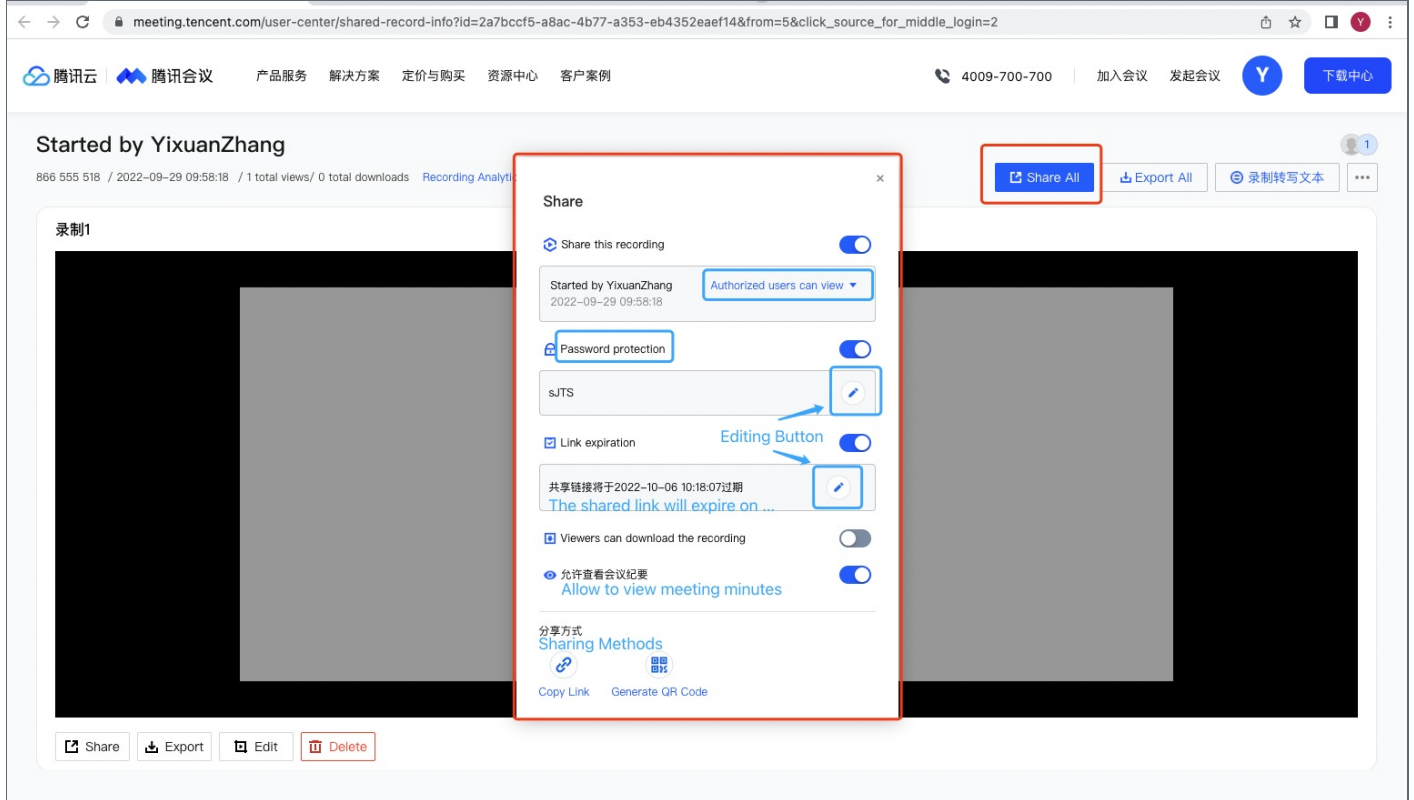
Step 3: Click the "Copy Link" button, paste your link, and share it with others

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.

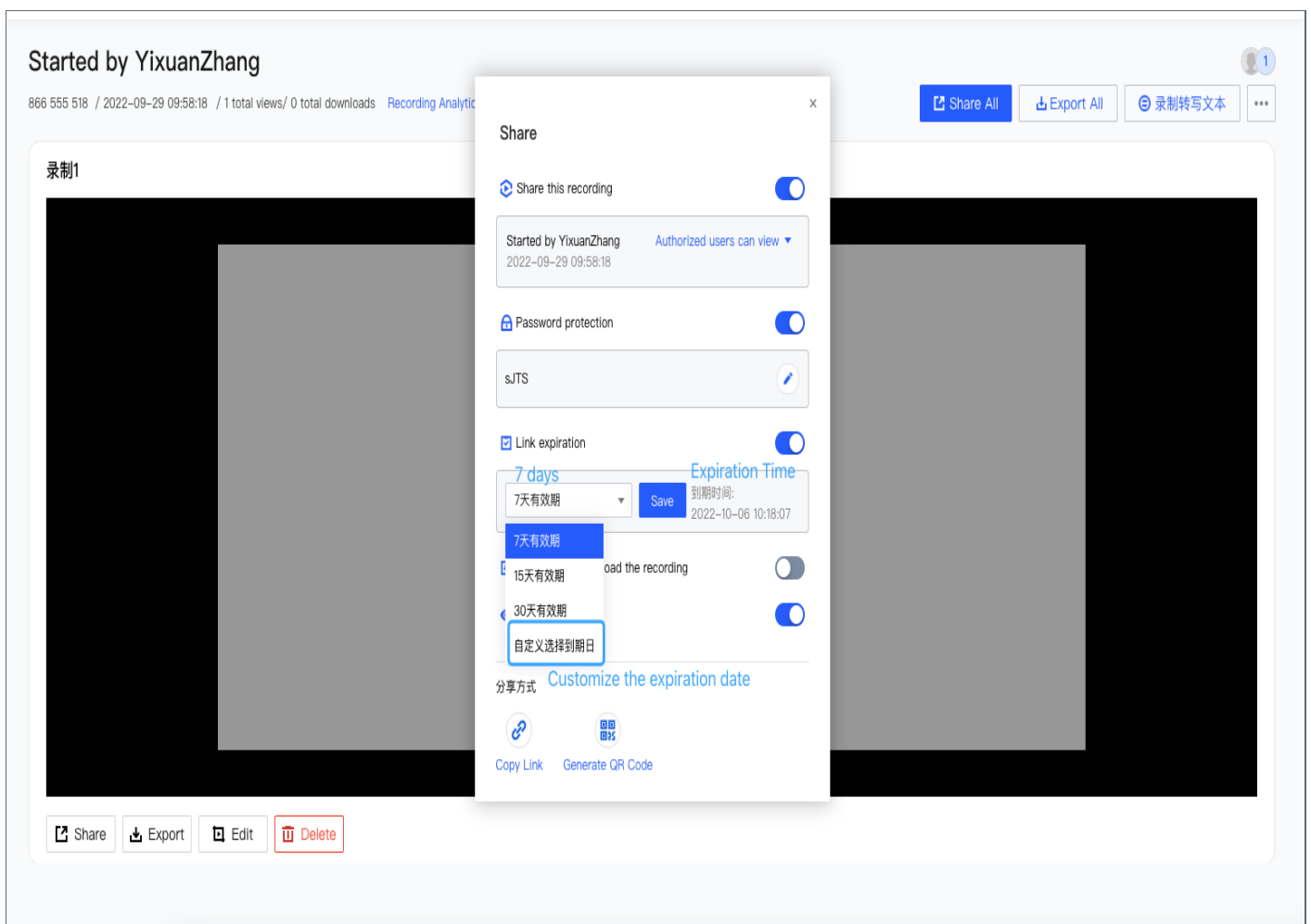


Step 2: Click the "Share All" button to set up sharing restrictions



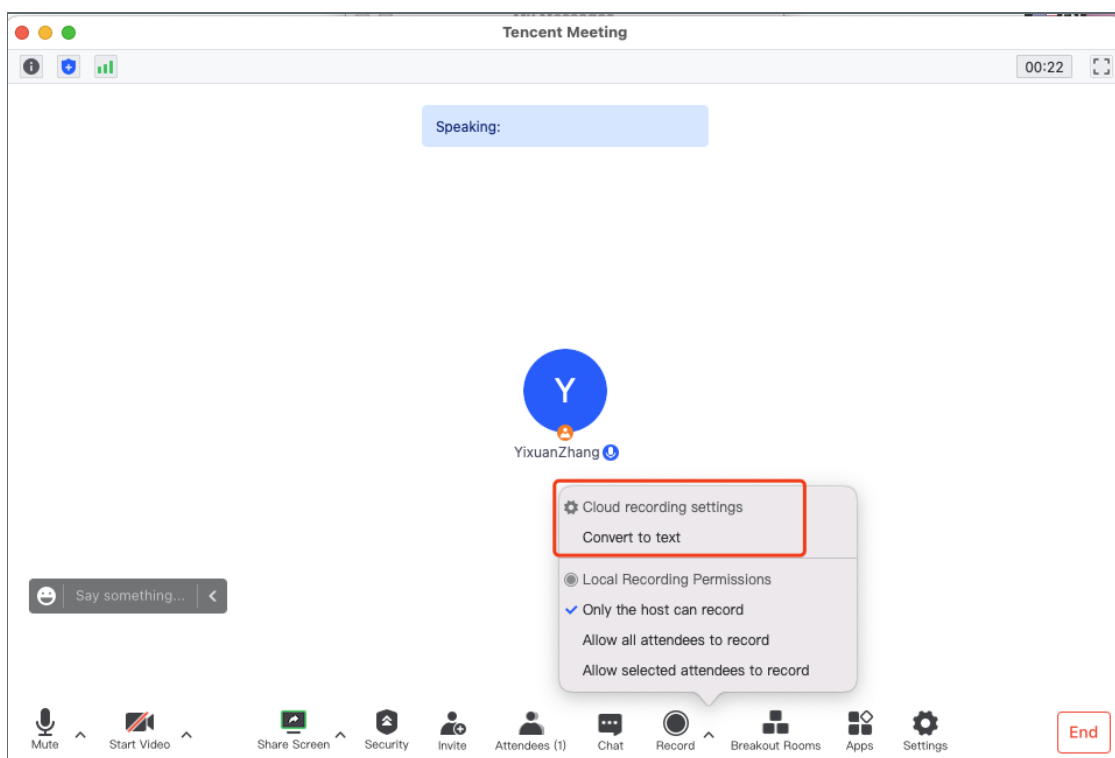
Click the "Share All" button, and there will be a pop-up window that can help you to make some access restrictions:

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



- 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

