

ZOOM 3.5 – SAVING ZOOM VIDEOS – QUICK GUIDE

INTRODUCTION

Zoom is CSUN's video and web conferencing tool for all students, faculty, and staff. Zoom allows for video, audio, and screen sharing between up to 200 participants. It can be used from any computer, laptop, tablet, and select phones. It works on PC, Mac, Android and iOS devices. Any CSUN user can initiate a video or audio meeting for any online meeting whether it is between two or many people.

ADD VIDEOS TO MYCSUNBOX OR YOUTUBE

Zoom allows you to record your sessions directly to your computer. When the meeting is over, Zoom will create a video file that you can edit and share.

Locate Video File

Zoom will automatically create a video file when a meeting is over. When Zoom finishes creating the file, it is placed in a folder on your computer. If you need to go back to past recordings, locate the files on your computer.

Mac

1. Mac users will typically find their recordings stored in: **Finder > Documents > Zoom**.
2. In the Zoom folder there may be other folders with dates. Choose the folder with your desired date to locate the video file.
3. Make a copy of the file to upload to Youtube or myCSUNbox.

Windows/PC

1. Windows users will typically find their recordings stored in: **My Documents > Zoom**
2. In the Zoom folder there may be other folders with dates. Choose the folder with your desired date to locate the video file.
3. Make a copy of the file to upload to Youtube or myCSUNbox.

Youtube

1. Go to [youtube.com](https://www.youtube.com) and sign into your account.
2. On the top right-hand corner select the **Upload** button.
3. Locate the file in the window or drag the file into the upload box.
4. Select if you want the video listed as **Public, Unlisted, or Private**.
5. Fill in the **Title** and **Description**. You can also change the settings under **Translations** and **Advanced settings**.
6. Select **Done** once you have finished with the settings. Use the link to share the video.

myCSUNbox

1. Go to the <https://mysun.app.box.com/login> log in page and sign in using your CSUN credentials.
2. Select **+New** if you would like to create a folder to organize your videos.
3. Select **Upload > Files** option and locate the video file in the window. Select **Add more files** or **Upload**.
Note: You can also select and drag the file from your computer into the browser or into a folder.
4. To share your videos you can share the file/folder link with them, or add **Collaborators** to the folder to view.

Share Link

1. To share via link, right-click the file/folder and select **Sharing > Share Link**.

Collaborators

1. To share via **Collaborators**, right-click the folder and select **Sharing > Invite Collaborators**.
2. In the **Invite** field, enter the CSUN email addresses for each person. Select **Viewer** in the **Invited Permission** field.
3. Select **Send Invites** once you are done. Your **Collaborators** will see the folder in their **myCSUNbox** account.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, First Floor, Learning Commons).