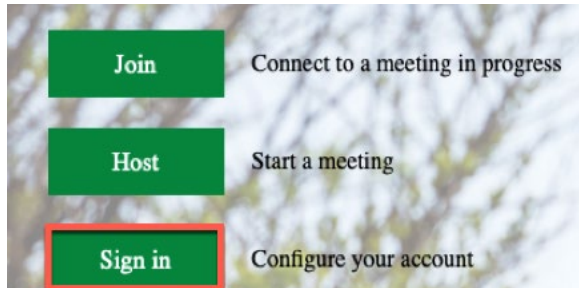


# Setting the Playback Range for a Zoom Recording

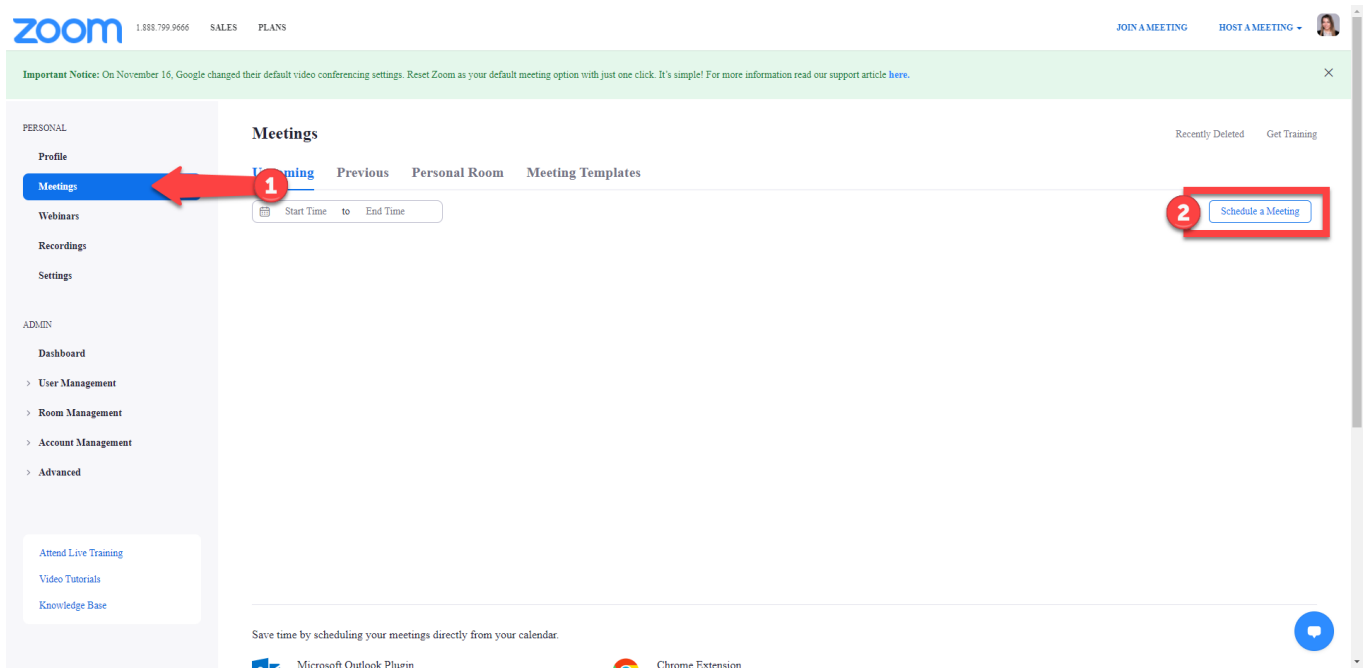
## Sign-In to Zoom Account

1. Go to [wilmu.zoom.us](https://wilmu.zoom.us)
2. Click 'Sign In'



## Schedule a New Meeting

4. Navigate to the "Meetings" tab and click "Schedule a Meeting"



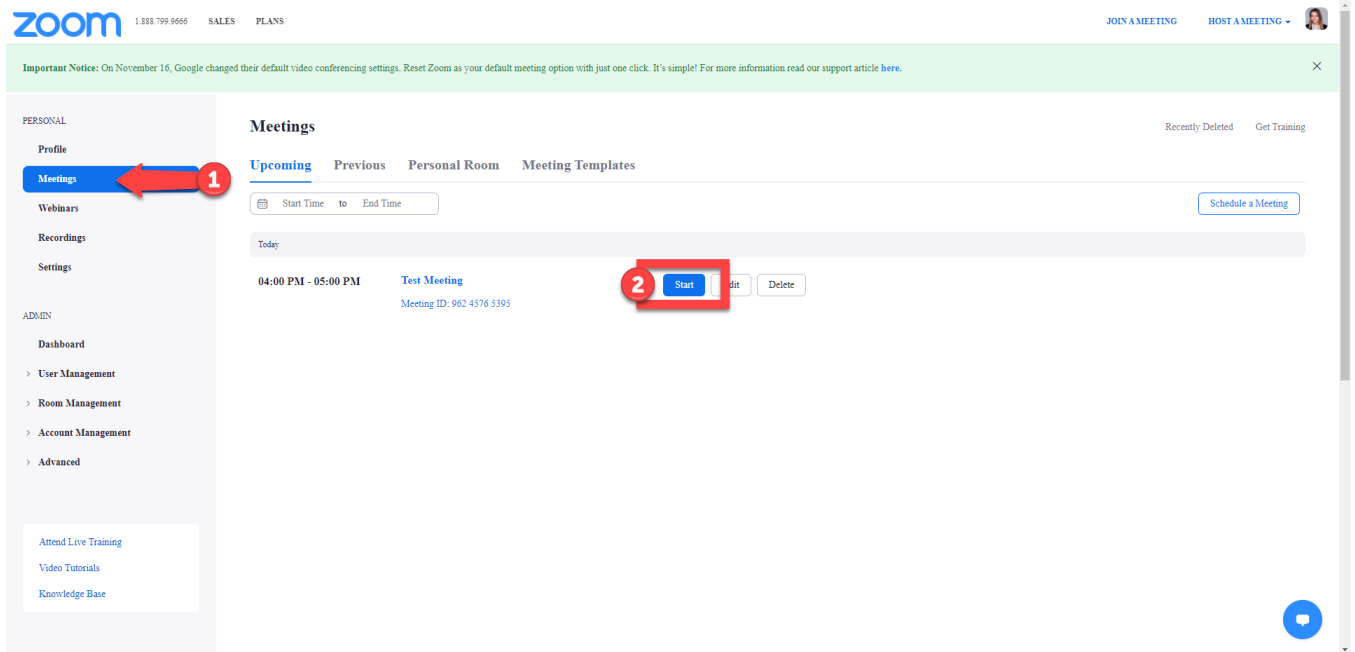
5. Create the scheduled meeting and customize the settings for the date, time, and duration.

## Start the Zoom Meeting & Record

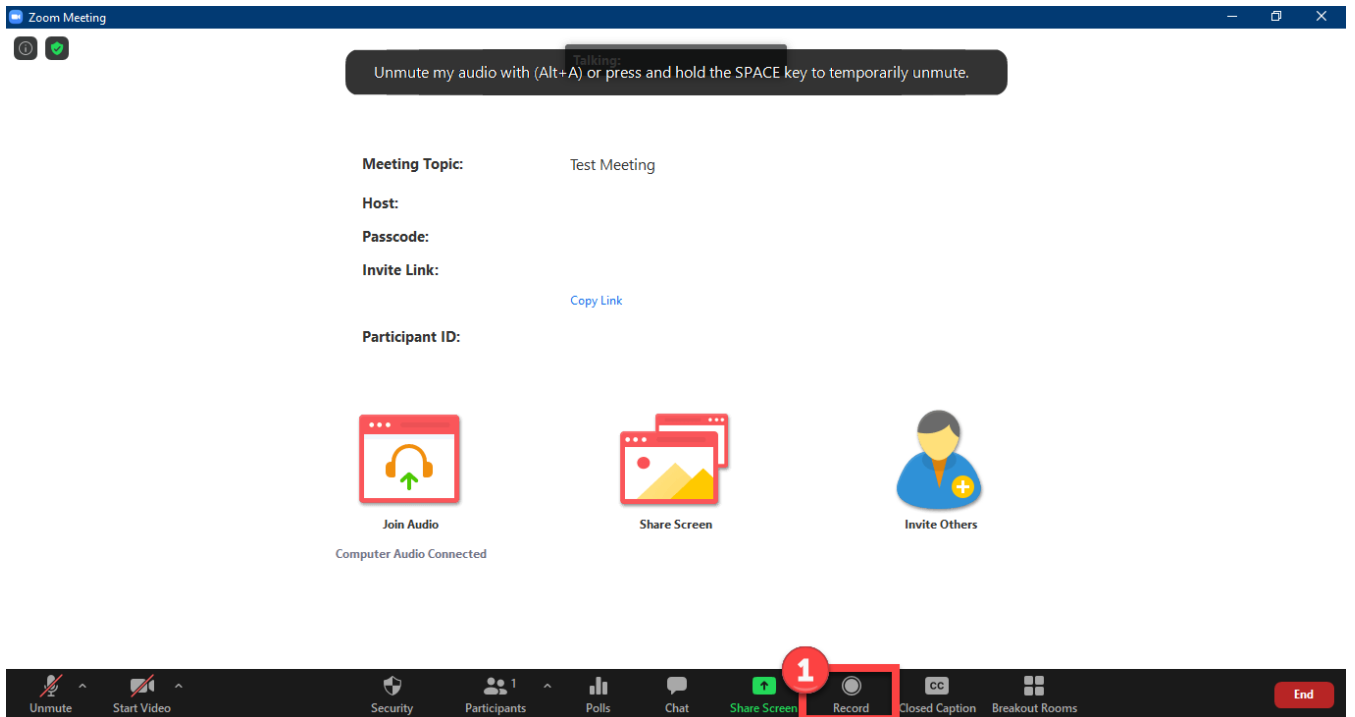
6. At the scheduled date and time, sign-in to [wilmu.zoom.us](https://wilmu.zoom.us) and hover over the scheduled

meeting.

7. Click "Start" to begin the meeting.



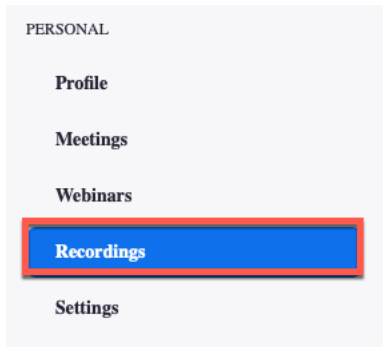
8. After the meeting has begun, click the "Record" button on the bottom panel to record both video and audio of the meeting.



## Locate your Zoom Recording

Version: 19 January 2022

- At the conclusion of the meeting, select "End". You will receive e-mail notification when your recording is accessible. Note: Audio transcripts can take longer to process. You will receive a separate e-mail when the transcription is complete.
- To view and trim the length of your recording, go to [wilmu.zoom.us](https://wilmu.zoom.us). Click on the 'Recordings' tab.



- Search for the recording that you need to download. Select "Advanced Search" to filter by date.

Cloud Recordings Local Recordings Trash (3)

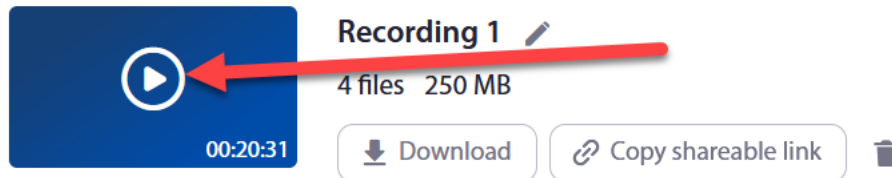
Cloud recordings will be deleted automatically after they have been stored for 120 day(s).

Search by topic or Meeting ID  Search text in audio transcript  **Advanced Search** ^

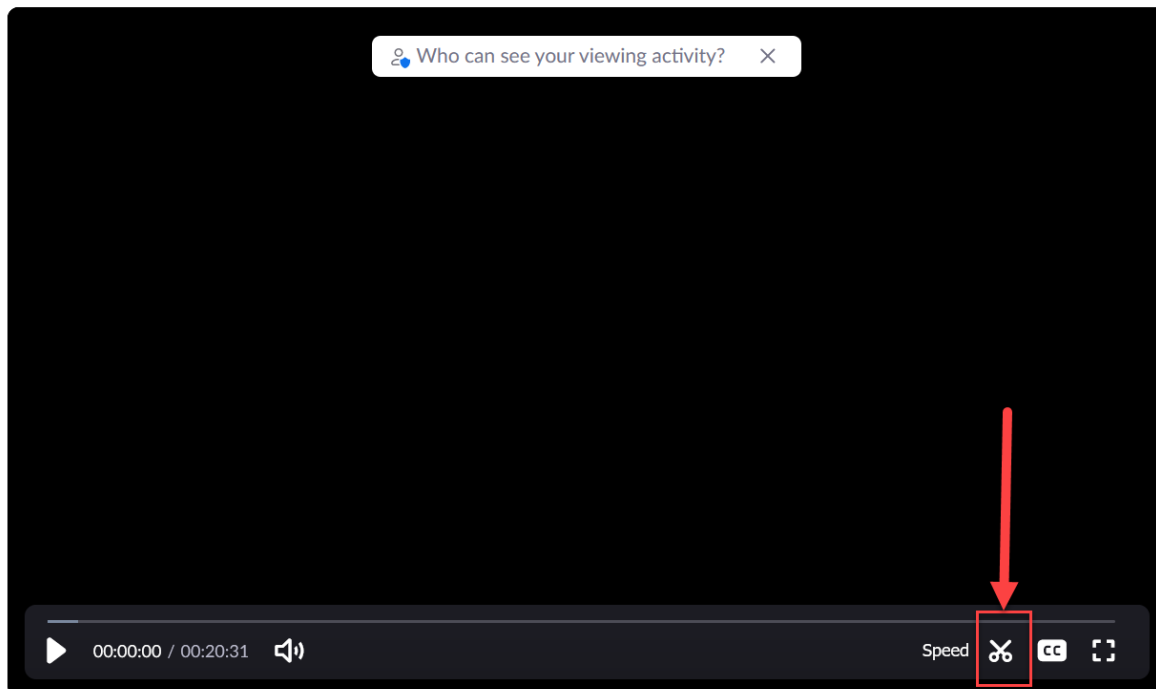
From  To  All Status

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	<b>Zoom Training Review -</b>		Jan 13, 2022 09:02 AM	4 Files(250 MB)	<input type="button" value="Share"/>
<input type="checkbox"/>	<b>Gigi Gaul's Zoom Meeting</b>		Nov 9, 2021 12:06 PM	3 Files(103 MB)	<input type="button" value="Share"/>
<input type="checkbox"/>	<b>New Year; New VoiceThread!</b>		Jan 6, 2021 11:48 AM	4 Files(148 MB)	<input type="button" value="Share"/>

12. Click on the title of the Zoom meeting recording. To edit the playback range or trim the Zoom recording, click on the arrow or play button in the box next to the recording.

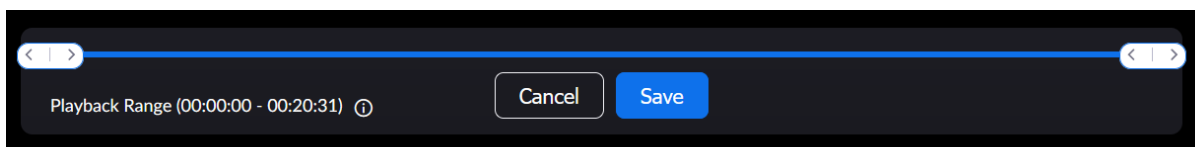


13. Select the scissor icon in the lower right-hand corner to edit the playback time of the recording. When setting the playback range, viewers will be able to watch the recording only within the set playback range. **This will not affect the original recording. If you enable downloads, viewers will have access to the full-length recording and all relevant files, including audio transcripts, chat, and subtitles.**



14. Toggle with the arrow icons to set the playback range of the recording from start to finish. Click "save" to save the recording. If you need to edit a portion of the recording

that is not adjustable within the playback range, please contact the Multimedia Department at [multimedia@wilmu.edu](mailto:multimedia@wilmu.edu).



15. Navigate back to the recording information page to copy a shareable link or navigate to Canvas to publish the trimmed recording.