

Zoom recordings

Sign into your account online

Finding your meeting

Sharing your recording

Change video duration

Delete your recordings

Sign into your account online

UK Research
and Innovation

Join

UKRI SSO sign in

Need help?
Contact the Helpdesk

Welcome to Zoom

Zoom is a cloud-based solution for video and audio conferencing, mobile collaboration, and online meetings. Zoom's web-based conferencing uses high-quality video and audio and is accessible on Mac OS, Windows and Linux, IOS and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing and can also connect from video enabled conference rooms (See 'How to Guides').

UKRI-supported Zoom PRO accounts are available for UKRI staff. An option to have Zoom Webinar is also available.

Use the How to Guides to help set up your account when selecting UKRI SSO Sign-in Button.

For best Zooming experience please contact your local IT Helpdesk for the Zoom Outlook Plug in and Desktop Client for Meetings software.

Quick start videos

- [Scheduling a meeting with Outlook](#)
- [Meeting Controls](#)
- [Assigning Scheduling Privilege in Outlook \(Great for Exec/Personal Assistants!\)](#)
- [Scheduling a Meeting with Zoom Website](#)
- [Help Centre](#)
- [Scheduling a Zoom Webinar](#)

UKRI ZOOM User
video

How to guides

STFC account switch
guide

Software download
guide

UKRI new users guide

FAQ's

Sign into your zoom account from the online version

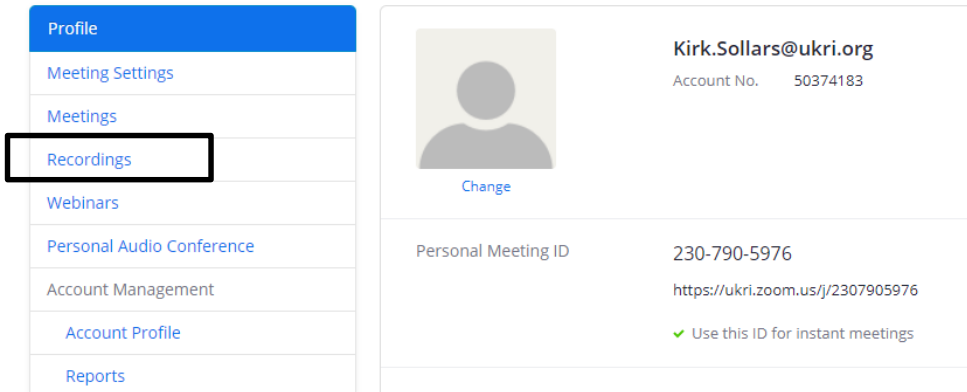
<https://ukri.zoom.us>

Finding your meeting

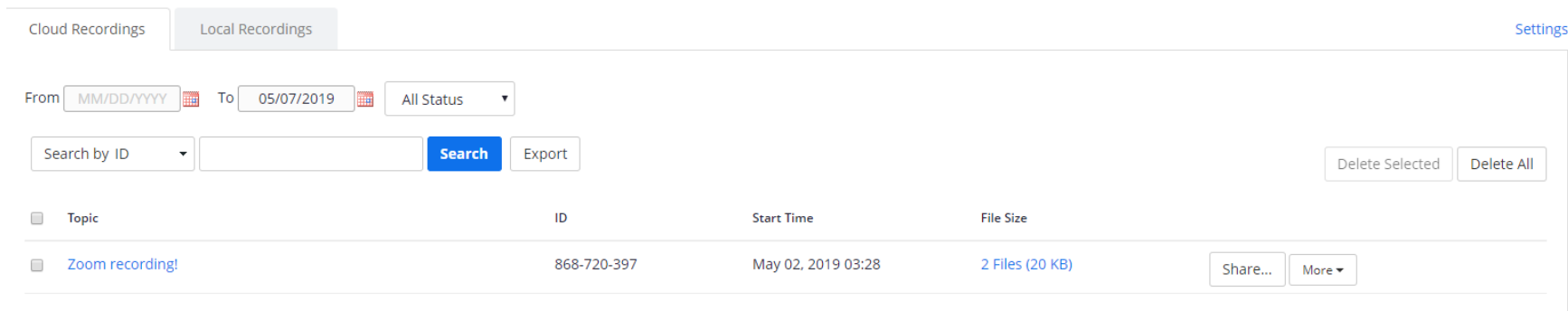
Click on recordings

This will show you all cloud recordings. Here you can see the topic of the meeting, start time and meeting ID used

Click on your topic to give you additional information



The screenshot shows the Zoom account settings page. On the left is a navigation menu with the following items: Profile (highlighted in blue), Meeting Settings, Meetings, Recordings (highlighted with a black box), Webinars, Personal Audio Conference, Account Management, Account Profile, and Reports. On the right is the profile information for Kirk.Sollars@ukri.org, including the account number 50374183, a profile picture placeholder with a 'Change' link, and the Personal Meeting ID 230-790-5976. Below the ID is the URL https://ukri.zoom.us/j/2307905976 and a green checkmark indicating it is the ID to use for instant meetings.



The screenshot shows the Zoom Cloud Recordings interface. At the top, there are tabs for 'Cloud Recordings' and 'Local Recordings', with 'Settings' in the top right corner. Below the tabs are filters for 'From' (MM/DD/YYYY), 'To' (05/07/2019), and 'All Status'. There is a search bar with a dropdown menu set to 'Search by ID', a 'Search' button, and an 'Export' button. On the right side, there are 'Delete Selected' and 'Delete All' buttons. Below the filters is a table with the following columns: 'Topic', 'ID', 'Start Time', and 'File Size'. The table contains one row with the following data: 'Zoom recording!', '868-720-397', 'May 02, 2019 03:28', and '2 Files (20 KB)'. To the right of the row are 'Share...' and 'More' buttons.

Topic	ID	Start Time	File Size
<input type="checkbox"/> Zoom recording!	868-720-397	May 02, 2019 03:28	2 Files (20 KB)

Sharing your meeting

From here you will be able to change the meeting name

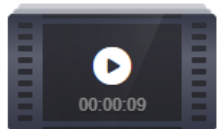
Download the files mp4 (video) and mpa (audio) files

Share your video – Can share publicly or to UKRI employees, set if viewers can download, if users need to register to watch and if the recording password is required. This will generate a unique URL which you can send out in an email

Zoom recording! ✎

May 2, 2019 11:28 AM London ID: 868-720-397

Share



Recording 1

2 files 20 KB

Download (2 files)

Copy shareable link



Shared screen with speaker view

17 KB

Audio only

4 KB

Share this cloud recording



Share Settings

Share this recording

Publicly

Internally (account members only)

Viewers can download

This recording meeting has one or more video files which were shortened with a play back range. However, the full recording will be download.

On-demand(Registration Required)

Password protect

p123

Save

Recording Link Information

Topic: Zoom recording!

Date: May 2, 2019 11:28 AM London

Meeting Recording:

https://ukri.zoom.us/recording/share/S_nop0NLZZABLjI2T10KB3zBfRzSQa61UARYTW
RG32wlumekTzIMw

Access Password: p123

Select, copy and paste recording links.

Copy To Clipboard

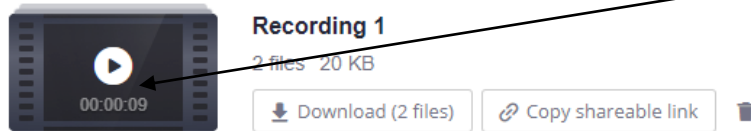
Close

Change video duration

Double click on the play button which will load your video

Zoom recording! ✎

May 2, 2019 11:28 AM London ID: 868-720-397



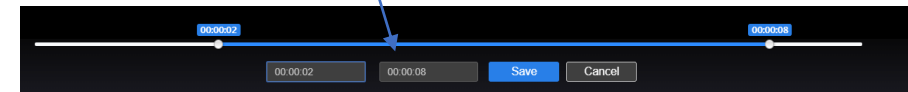
Shared screen with speaker view

Audio only

Click on "Playback range"

Modify the range to your needs. This will change the duration of the video. If shared already it will automatically update the duration

Kirk.Sollan@ukri.org



Delete your recording

Select the meeting you'd like to delete within the
"Recording's" tab and select delete

The screenshot shows a web interface for managing recordings. At the top, there are two tabs: "Cloud Recordings" and "Local Recordings", with "Local Recordings" being the active tab. To the right of the tabs is a "Settings" link. Below the tabs, there are filters for "From" (MM/DD/YYYY), "To" (05/07/2019), and "All Status". There is also a "Search by ID" field with a "Search" button and an "Export" button. The main content is a table with columns: "Topic", "ID", "Start Time", "File Size", "Share...", and "More". One row is visible, representing a "Zoom recording!" with ID "868-720-397", start time "May 02, 2019 03:28", and file size "2 Files (20 KB)". A checkbox next to the "Zoom recording!" is checked. To the right of the table, there are two buttons: "Delete Selected (1)" and "Delete All".

Topic	ID	Start Time	File Size	Share...	More
<input checked="" type="checkbox"/> Zoom recording!	868-720-397	May 02, 2019 03:28	2 Files (20 KB)	Share...	More