

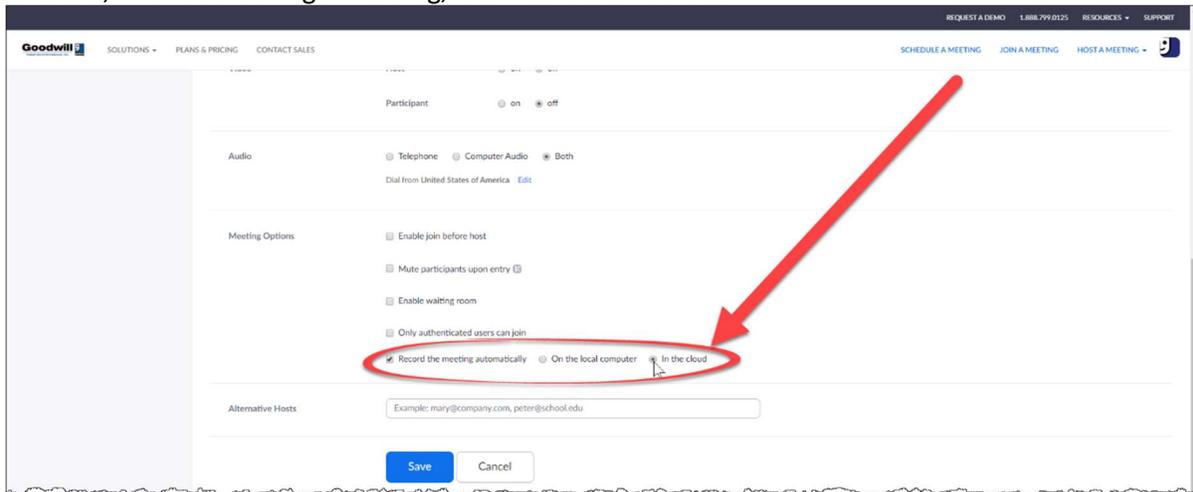
CONVERTING YOUR ZOOM RECORDING INTO ADOBE CONNECT

Updated April 30, 2020

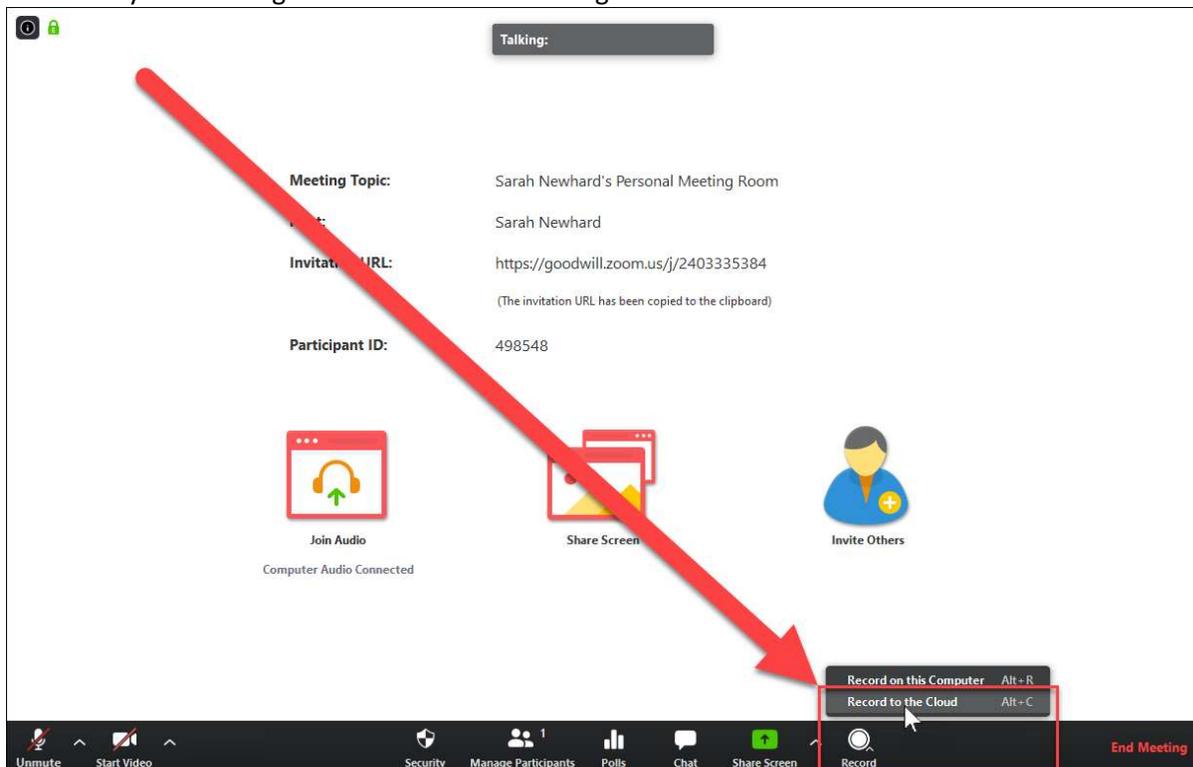
THE PROBLEM: Unlike Adobe Connect, there is a 10G limit to the number of recordings stored in Zoom's cloud, and we are filling it up faster than anticipated. **Effective April 28: Zoom cloud recordings will be deleted after 30 days.**

THE SOLUTION: Record to the cloud, download the recording, and then then store it in Adobe Connect. Upload your Zoom meetings to Adobe Connect as Content, then share the URL with your audience and/or publish to your MyGoodwill page.

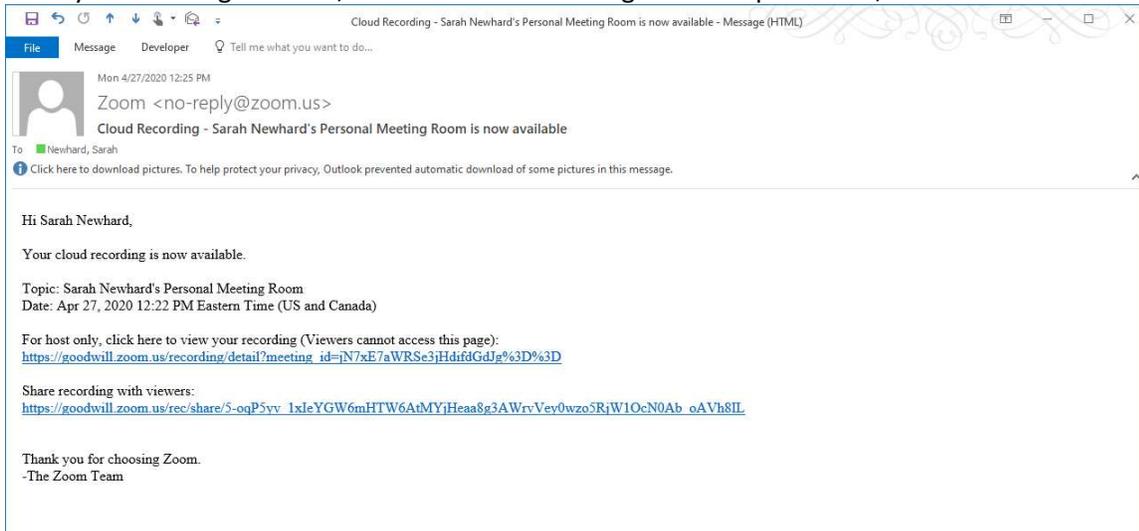
1. In Zoom, when scheduling a meeting, record to the cloud OR...



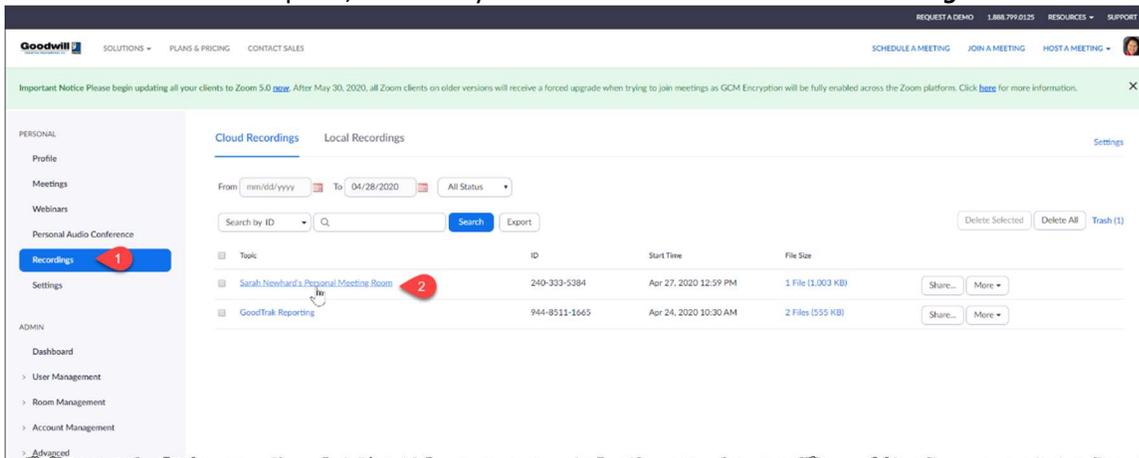
2. ...when in your meeting room launch the recording to the cloud:



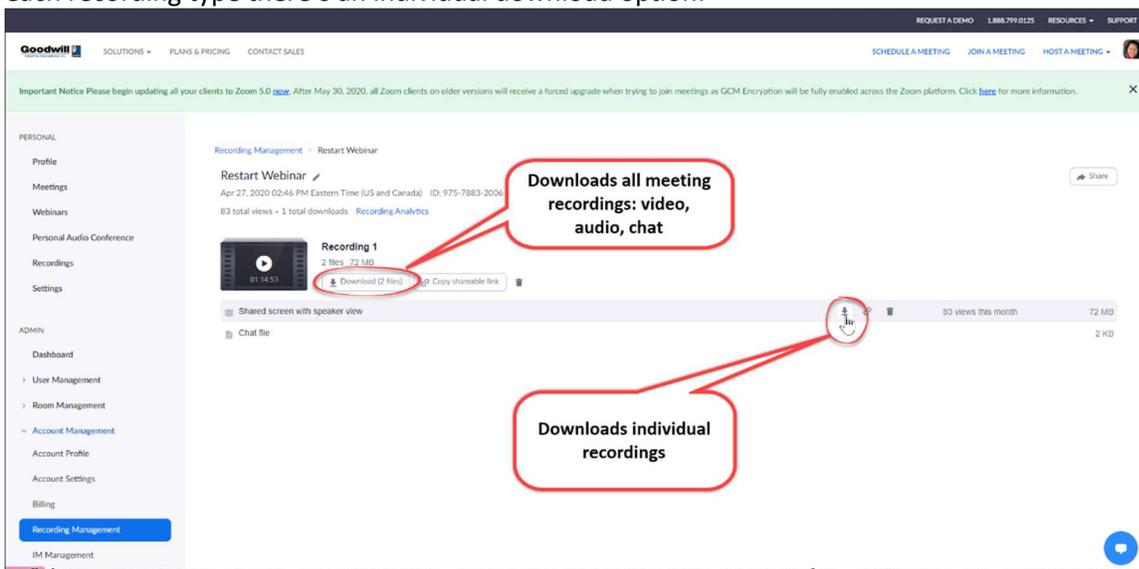
3. Once your meeting is ended, and when the recording has been processed, the Zoom account holder will receive



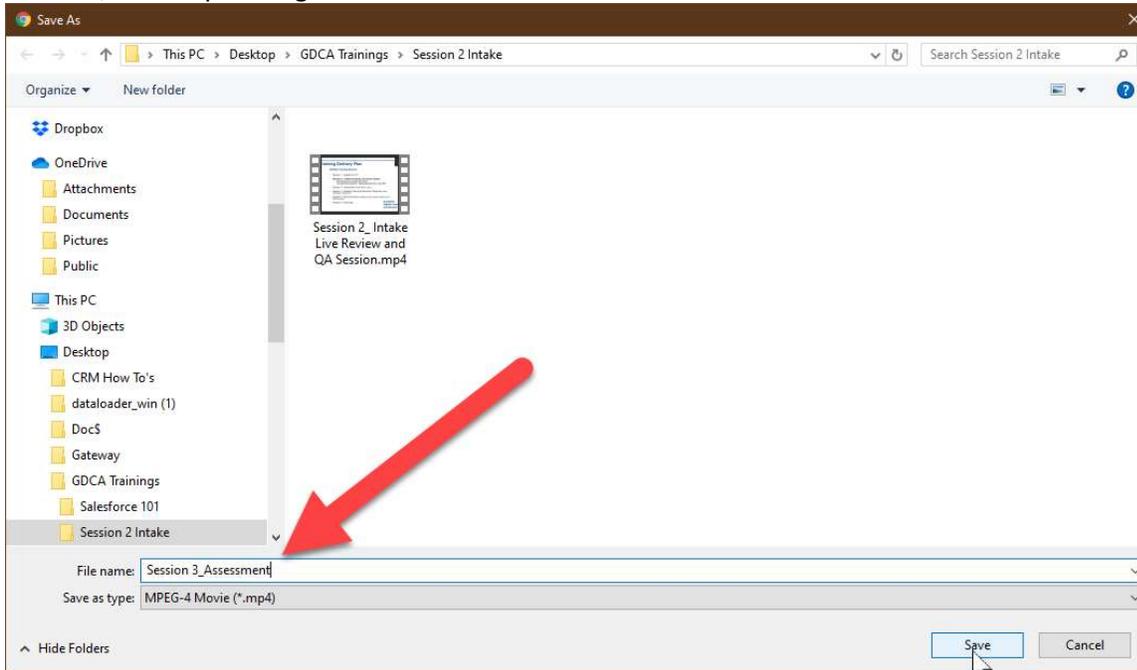
4. Once conversion is complete, return to your Zoom account and select **Recordings**:



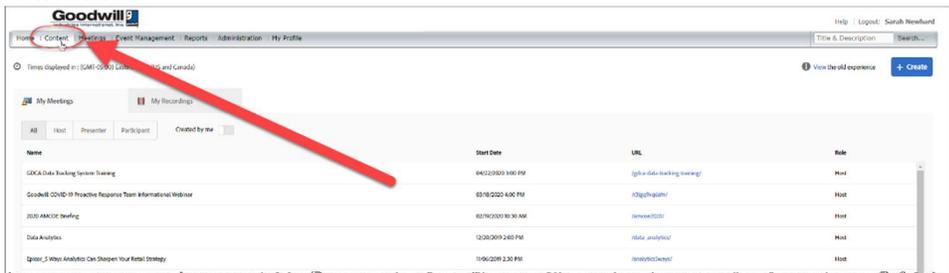
5. There are two places to download all meeting recordings: next to the thumbnail will download all recordings; by each recording type there's an individual download option:



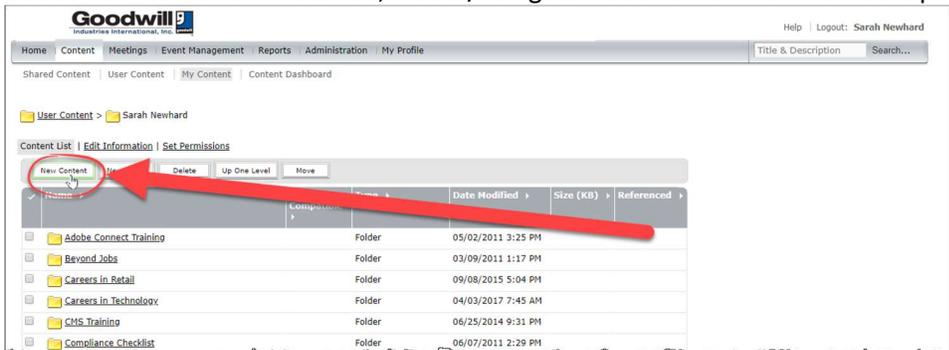
6. Save the file – I recommend renaming the file to something short and easy to understand; remember the location, or set up a designated Zoom folder in advance!:



7. Now you're ready to upload your Zoom mp4 file to Adobe. Log into Adobe Connect Central, and then select **Content**:



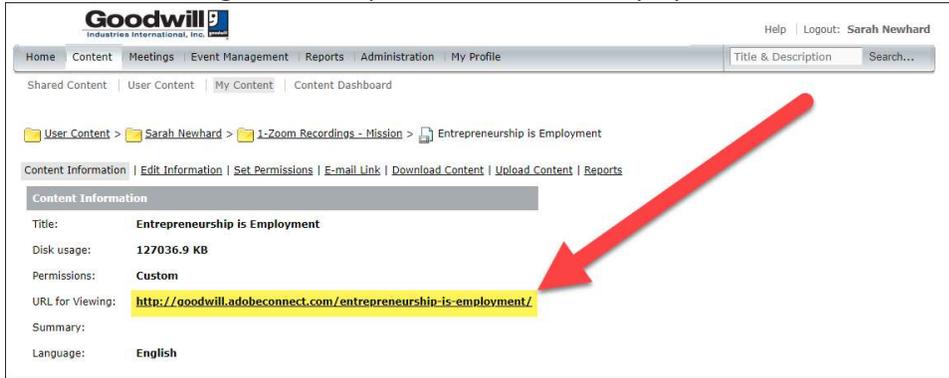
8. Select **New Content** – if desired, create/navigate a sub-folder within Content prior to selecting **New Content**:



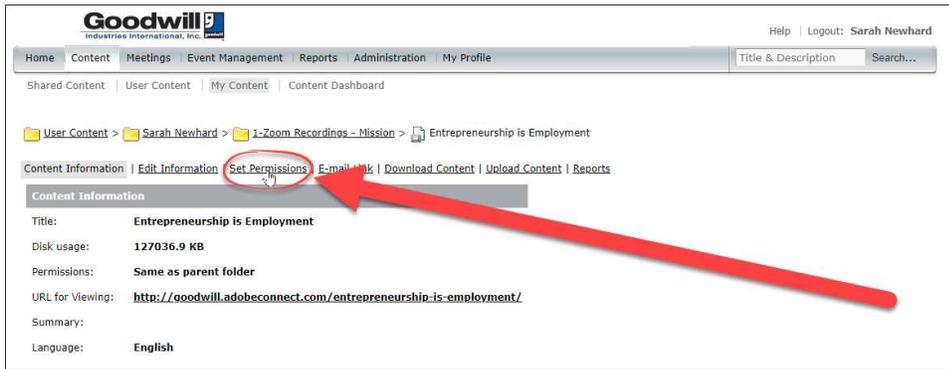
9. Upload the mp4 file – in Step 3 below, you may choose your own URL if desired (please use only alphanumeric characters or hyphens. For example: "product-demo" will result in <http://goodwill.adobeconnect.com/productdemo/>):

10. Depending on the length of your webinar, this may take a bit (e.g., a 90 minute webinar takes about 20 minutes to upload)...the upload status is displayed at the bottom left-hand corner:

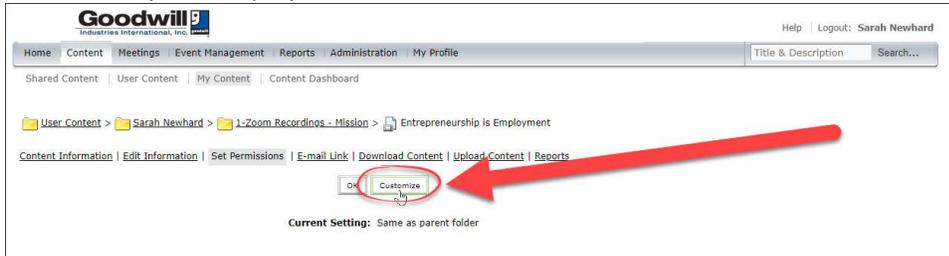
11. Once the recording has been uploaded, the URL is displayed:



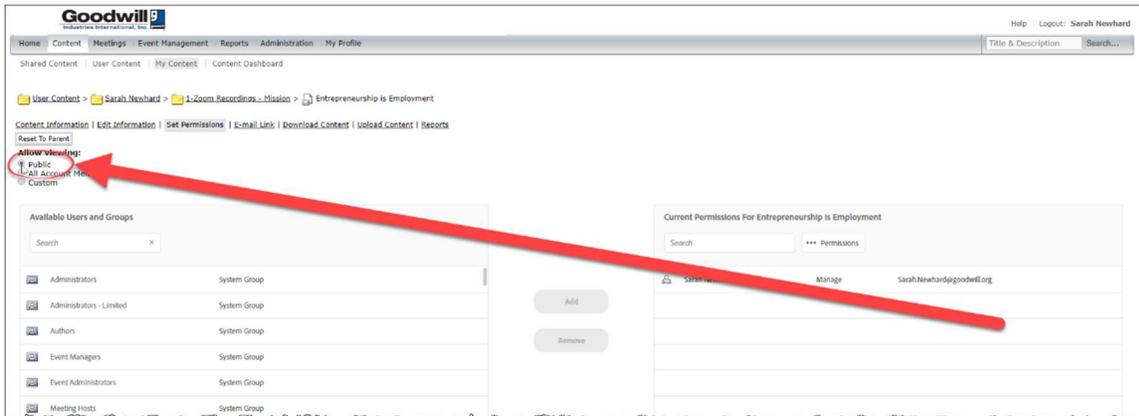
12. Before publishing the URL to your MyGoodwill page, permissions must be set to allow access...select **Set Permissions**:



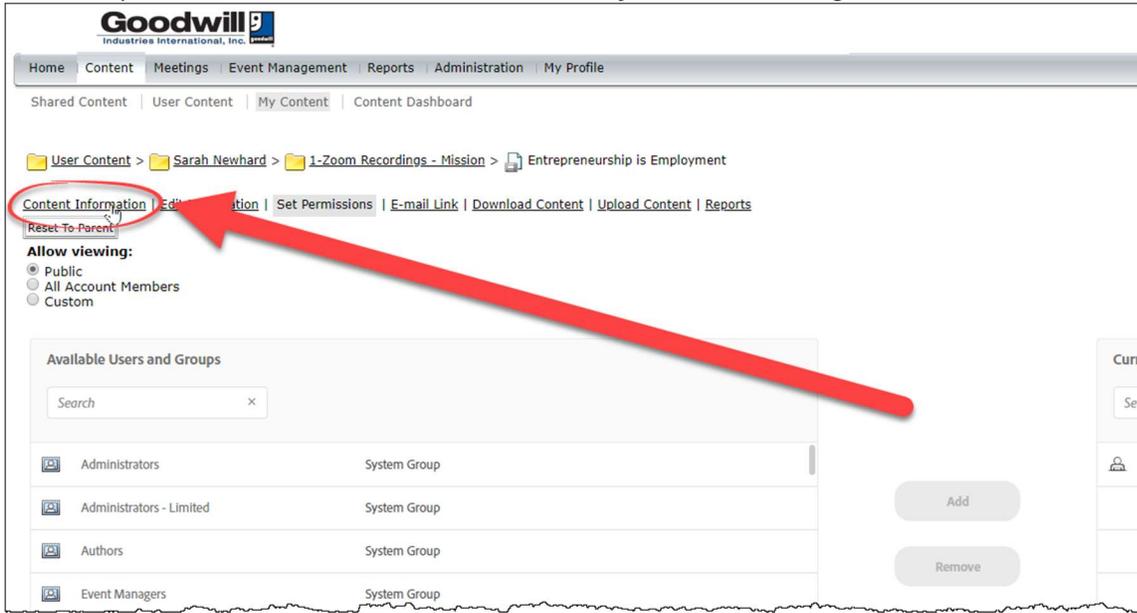
13. If the next option displays, select **Customize**:



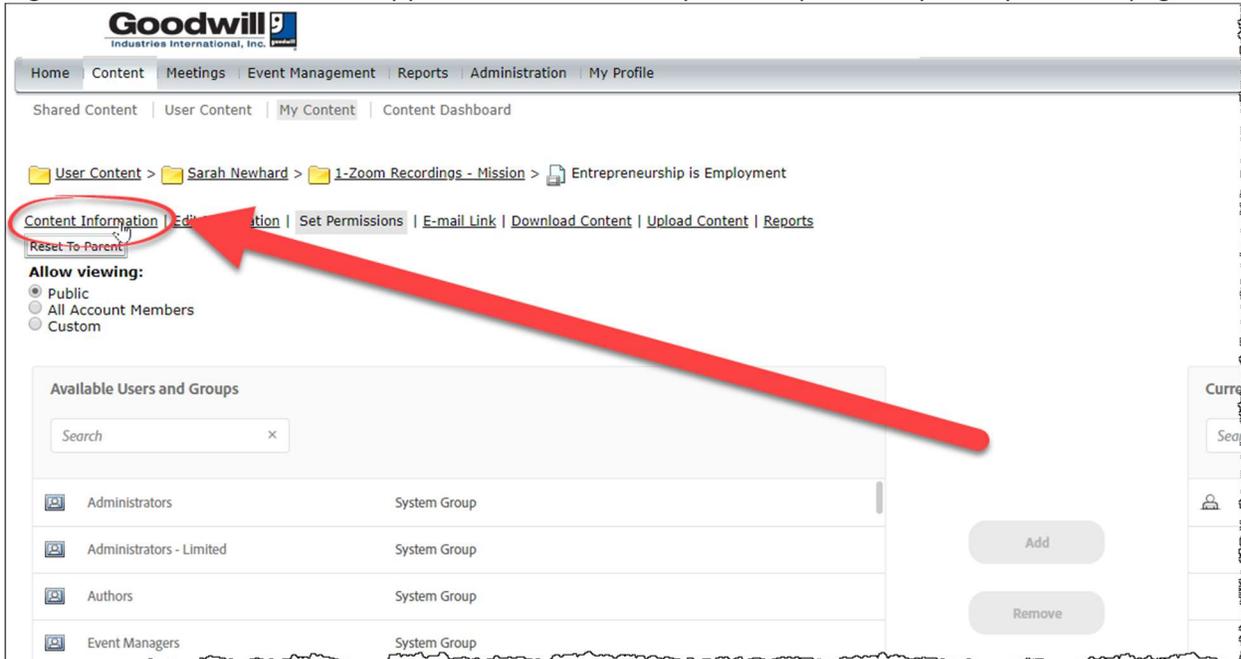
14. Select **Public**:



15. Once the permission has been set, select **Content Information** to navigate back to the URL:



16. Right-click the URL and select Copy link address – this may then be pasted to your MyGoodwill page:



Advise users that this is best viewed in IE; they may view in Edge or Chrome, but it will require a download of Adobe Flash Player.