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.

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- 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*:

					REQUEST A DEI	MO 1.888.799.0125	RESOURCES	SUPPORT
Goodwill Solutions - PLANS & P	RICING CONTACT SALES			SCHEDULE /	MEETING	JOIN A MEETING	HOST A MEET	ING -
Important Notice Please begin updating all your c	lients to Zoom 5.0 now, After May 30, 2020, all Zoom clients on older versions will r	receive a forced upgrade when the	ying to join meetings as GCM Encryp	tion will be fully enabled across the Zoo	m platform. C	Click <u>here</u> for more	information.	×
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Dashboard								
> User Management								
> Room Management								
> Account Management								
Advanced		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	m	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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:

		REQUEST A DEMO 1.88	1.799.0125 RESOURCES	 SUPPORT
Goodwill Solutions - PL	ANS 6 PROING CONTACT SALES	SCHEDULE A MEETING JOIN A M	LETING HOST A MEET	'ING - 👩
Important Notice Please begin updating all	your clients to Zoom 5.0 nour. After May 30, 2020, all Zoom clients on older versions will receive a forced upgrade when trying to join meetings as GCM Encryption will b	e fully enabled across the Zoom platform. Click <u>here</u>	or more information.	×
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> User Management				
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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!:

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Gateway			
GDCA Trainings			
Salesforce 101			
Session 2 Intake			
File name: Session 3_Assessment			~
Save as type: MPEG-4 Movie (*.mp4)			~
∧ Hide Folders		Save Can	cel

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

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Content Netings Dvent Management Reports Administration My Profile			Title & Description	Search
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8. Select **New Content** – if desired, create/navigate a sub-folder within Content prior to selecting **New Content**:

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Shared Content User Content My Content Content	t Dashboard				
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 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/):

		Help Logout: 5	Sarah Newhard
Home	Content Meetings Event Management Reports Administration My Profile	Title & Description	Search
Shared	Content User Content My Content Content Dashboard		
Use	<u>Content</u> > 🫅 Sarah Newhard		
Select	Content File		
File:	Choose File Best Training Ever.mp4		
	The file should be one of the following formats: *.ppt, *.pptx, *.flv, *.swf, *.pdf, *.gif, *.jpg, *.png, *.mp3, *.html, *.mp4, *.f4v or *.zip. Please refer to the documentation for valid contents for zip files.		
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Sumn (max le	ary: ngth=4000 characters)		
*- indi	ates required fields		
	4 Save Cancel		
Copyrig	t © 2020 Adobe. All rights reserved.		

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:

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Copyright O 2020 Adobe. All bloading (3%)	rights reserved.		

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

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Permissions:	Custom		
URL for Viewing	http://goodwill.adobeconnect.com/entrepreneurship-is-employment/		
Summary:			
Language:	English		

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

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



14. Select *Public*:

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Administrators - Limited	System Group		Add			
Authors	System Group		Semane			
Event Managers	System Group					
Event Administrators	System Group					
Meeting Hosts	System Group					

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

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

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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.