



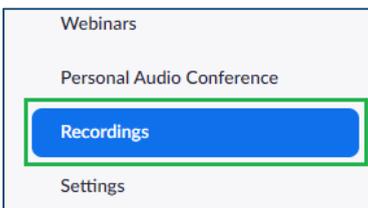
## Setting Playback Range of Zoom Cloud Recordings

### Overview

You set a playback range for the shared meeting recording so that it starts and ends at the times you specify, removing unneeded portions from the beginning and end. **Note:** The playback range does not trim your recordings, so if the recording is downloaded, it will still be the original length, regardless of the playback range you set.

### Instructions

1. Log into your SON Zoom account at [jhuson.zoom.us](https://jhuson.zoom.us) and click [Recordings](#) on the left-navigation menu. Your meeting recordings will be listed on the Recordings page in order from newest to oldest.



2. Locate the meeting recording you would like to edit and click on the meeting topic for the session that you want to play.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	<a href="#">Instructional Design Meeting</a> ←	410-502-4231	Mar 12, 2020 10:58 PM	2 Files (109 KB)	<a href="#">Share...</a> <a href="#">More ▾</a>

3. The meeting recording options page will open. You will then click the thumbnail of the video to trim your meeting recording. A new browser tab open will open, which will show the recording playback and the available controls.

The image shows the Zoom recording options page for a meeting titled 'Instructional Design Meeting'. The page displays the meeting date and time (Mar 12, 2020 10:58 PM Eastern Time), ID (410-502-4231), and statistics (2 total views, 0 total downloads). Below this, there is a section for 'Recording 1' with a video thumbnail, '2 files 109 KB', and buttons for 'Download (2 files)', 'Copy shareable link', and a trash icon. At the bottom, there are options for 'Shared screen with speaker view' and 'Audio only'. A green arrow points to the video thumbnail with the text 'Click this thumbnail'.

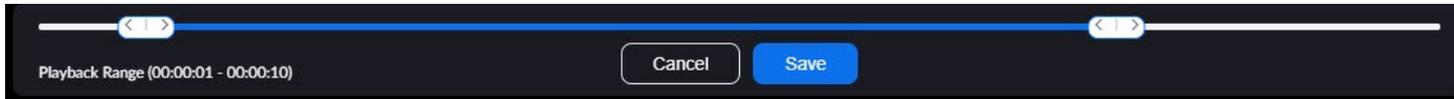


## Setting Playback Range of Zoom Cloud Recordings

- On the recording playback page, locate the **scissors icon** (also known as the *Set Playback Range* button) on the bottom right of the video player.



- Use the sliders to specify the start time and the end time for the recording, then click **Save**.



- Once you save your edits, go back to the meeting recording options page and click **Share**. A message displays, showing the meeting topic and time along with a link to the recording, and the Access Password, if you enabled that option. Select **Copy to Clipboard** to copy the share link to share with students. The share link provides access to the recording, which plays only the specified time range.

