**SON Office of Educational Quality & Innovation**
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 and click Recordings on the left-navigation menu. Your meeting recordings will be listed on the Recordings page in order from newest to oldest.
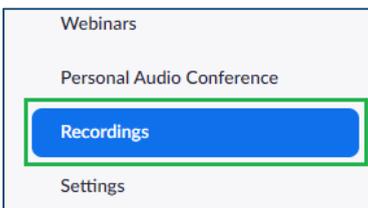
2. Locate the meeting recording you would like to edit and click on the meeting topic for the session that you want to play.

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.

4. 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.

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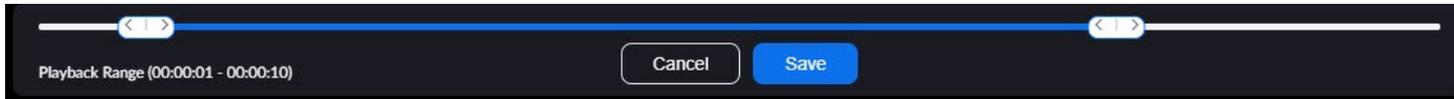
6. Once you save your edits, go back to the meeting recording options page and click **Share**.
A message displays, showing the meeting topic and time along with a link to the recording, and the Access Password, if you enabled that option. Select **Copy to Clipboard** to copy the share link to share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