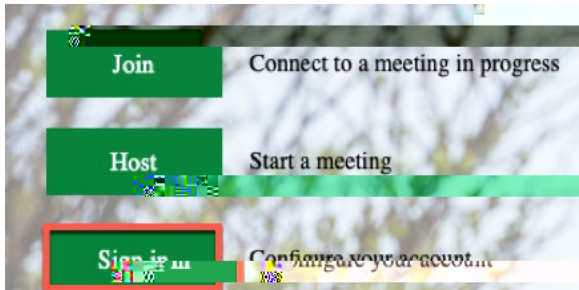


# Setting the Playback Range for a Zoom Recording

## Sign -In to Zoom Account

1. Go to wilmu.zoom.us
2. Click 'Sign In'



## Schedule a New Meeting

4. Navigate to the "Meetings" tab and click "Schedule a Meeting"



5. Create the scheduled meeting and customize the settings for the date, time, and duration.

## Start the Zoom Meeting & Record

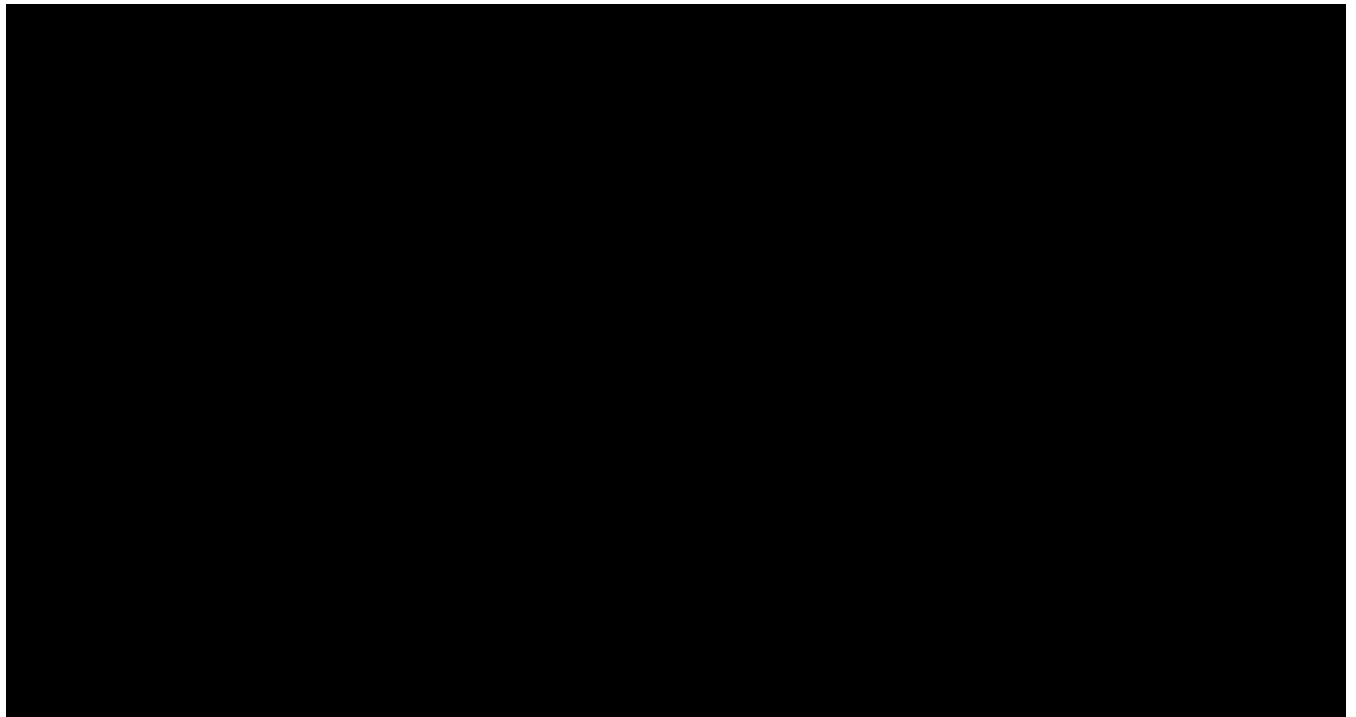
6. At the scheduled date and time, sign-in to wilmu.zoom.us and hover over the scheduled

meeting.

7. Click “Start” to begin the meeting.

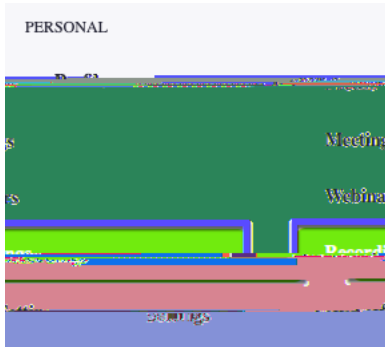


8. After the meeting has begun, click the “Record” button on the bottom panel to record both video and audio of the meeting.



Locate your Zoom Recording

- At the conclusion of the meeting, select “End”. You will receive e-mail notification when your recording is accessible. Note: Audio transcripts can take longer to process. You will receive a separate e-mail when the transcription is complete.
- To view and trim the length of your recording, go to [wilmu.zoom.us](https://wilmu.zoom.us). Click on the ‘Recordings’ tab.



- Search for the recording that you need to download. Select “Advanced Search” to filter by date.

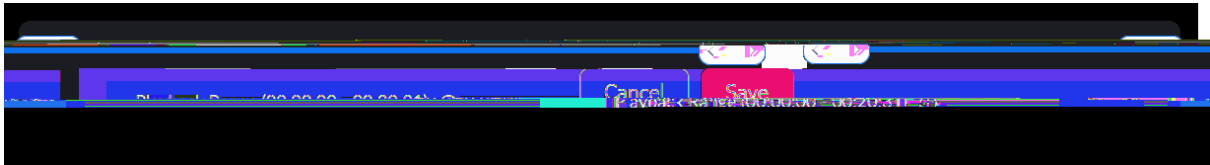


12. Click on the title of the Zoom meeting recording. To edit the playback range or trim the Zoom recording, click on the arrow or play button in the box next to the recording.

13. Select the scissor icon in the lower right-hand corner to edit the playback time of the recording. W</MCID 0 >>BDC .98 72 39-5.5 (or91.5 ( >>BDC t)-6.8 (t)-1.3 (i)-2.5 (n)-6.9 (g)-0.9 ( )0.6 (

13.

that is not adjustable within the playback range, please contact the Multimedia Department at [multimedia@wilmu.edu](mailto:multimedia@wilmu.edu).



15. Navigate back to the recording information page to copy a shareable link or navigate to Canvas to publish the trimmed recording.