



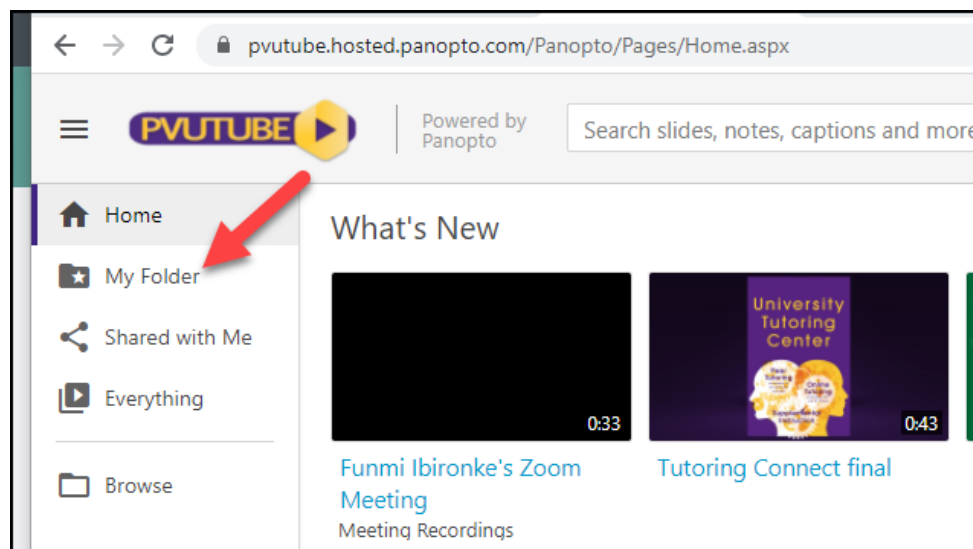
Accessing Zoom Cloud Recordings on Panopto



To login to [PVUtube](https://pvutube.hosted.panopto.com/), navigate to <https://pvutube.hosted.panopto.com/>.

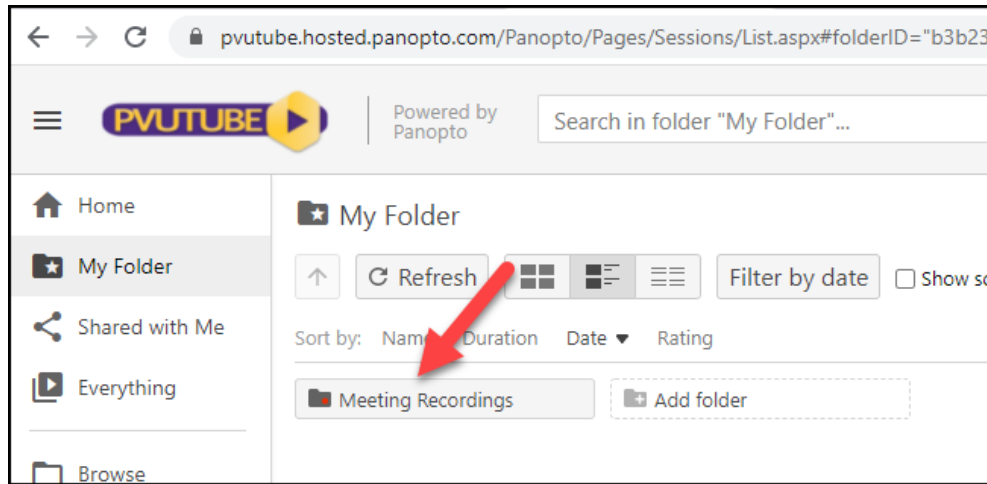
1. Choose **PVPANTHER** as shown in the image below. This option will redirect you to the PVAMU single sign-on. Login with your PVAMU credentials.

2. Click on **My Folder**. Please note that if you do not have any cloud recordings between 04/08/2021 - 05/01/2021, you will not see the 'My Folder' option. It becomes visible a few minutes after you save a new recording to the cloud.

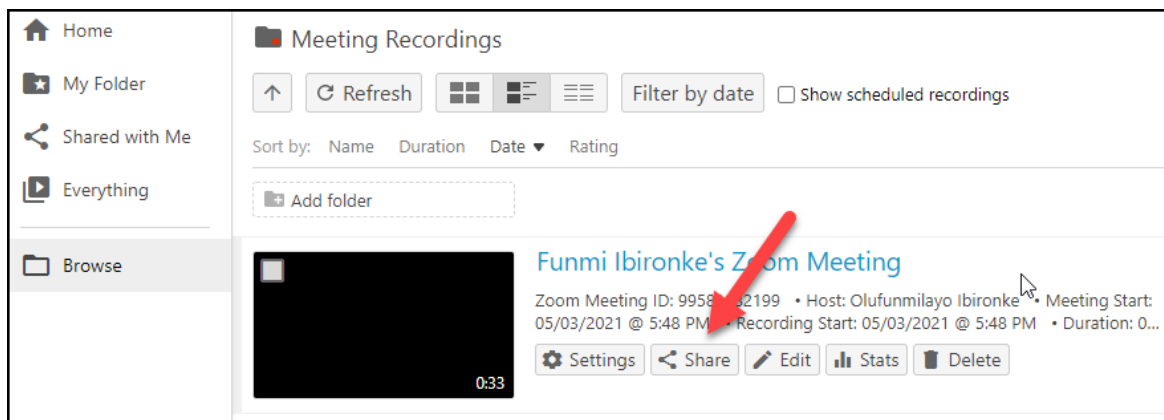


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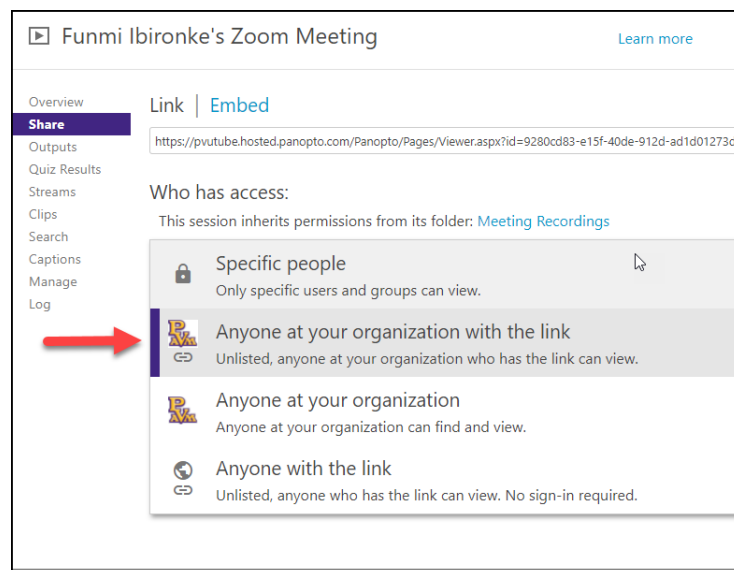
3. Then click **Meeting Recordings**.



4. To share a recording, hover your cursor above the specific recording to display the following options: Settings, Share, Edit, Stats, Delete. Click **Share**.

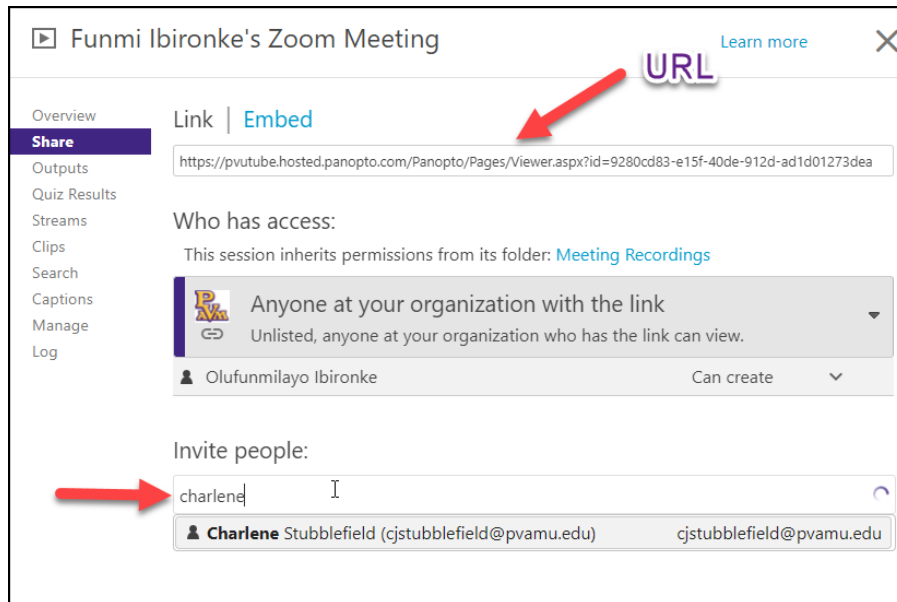


5. In the **Who has access** dropdown menu, select the **Anyone at your organization with a link** option and click **Save changes**.



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6. You can either **copy the URL** and share as needed. You can also use **Invite people** option, which allows you to share the meeting with more than one person directly from PVUTube.



7. If you use the **Invite people** option, make sure the **Notify people via email** box is checked. Then click **Send and save changes**.

