

Managing Passcode for Zoom Cloud Recording

By default, Zoom creates a passcode for a cloud recording, which is a different passcode from the meeting invite. When students access the recordings from **Cloud Recording** page of the **Zoom** tab in Brightspace, they can see the passcode. To edit/ remove passcode, please follow these steps.

- 1. Go to https://zoom.us and login with your SMU Zoom account.
- 2. From the left panel click on **Recordings**.

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3. Under Cloud Recordings you should see your recorded lectures

Cloud Recordings					
Coud recordings will be deleted automatically after they have been t	tored for 180 days.				
From mm/dd/yyyy To 09/28/2021 All State	15 ¥				
Search by ID + Q. Enter meeting number	Search text in audio transcript	Search Export			
Delete Selected Delete Al					
Topic	ID	Start Time	File Size	Auto Delete In	
Sayan Maity's Zoom Meeting	871 6550 6079	Sep 17, 2021 02:28 PM	2 Files (2 MB)	170 days	Share More -
Sayan Maity's Zoom Meeting	867 1157 8250	Sep 17, 2021 01:04 PM	2 Files (1 MB)	170 days	Share More -

4. Click on **Share** beside the recording.

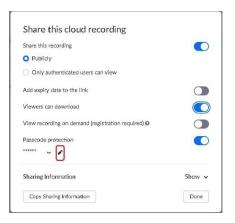
Class 1 879 2765 6155 Sep 15, 2021 09:59 AM 2 Files (264 KB) 168 days Share

5. To remove the passcode, toggle the option Passcode Protection off.



Share this recording	
Publicly	
Only authenticated users can view	
Add expiry date to the link	
/iewers can download	
/lew recording on demand (registration required) $m 0$	
Passcode protection	
Sharing Information	Show 🗸

6. To change the passcode. click on the edit Icon beside the passcode.



7. To remove the download access toggle off the option **Viewers can Download**



8. After changing the settings, click **Done**. Please repeat that for all your recordings.



For future, if you want to remove the passcode for all your recordings by default, please follow these steps.

- 1. Go to <u>https://zoom.us</u> and login with your SMU Zoom account.
- 2. From the left panel click on **Settings**.

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3. From the top panel of the Settings page, go to **Recording.**



4. On that page scroll down and toggle the option **Require passcode to** access shared cloud recordings off.

Require passcode to access shared cloud recordings
Passcode protection will be enforced for shared cloud recordings. A random passcode will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.