

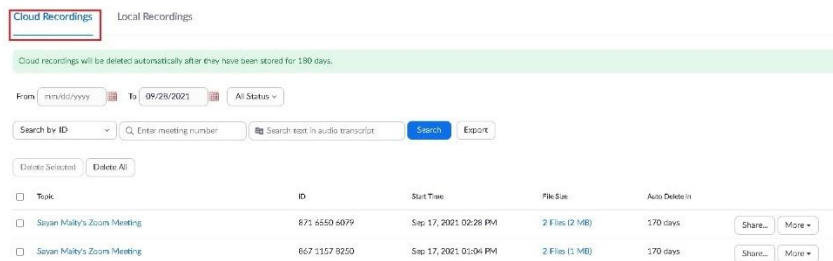
## Managing Passcode for Zoom Cloud Recording

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**.



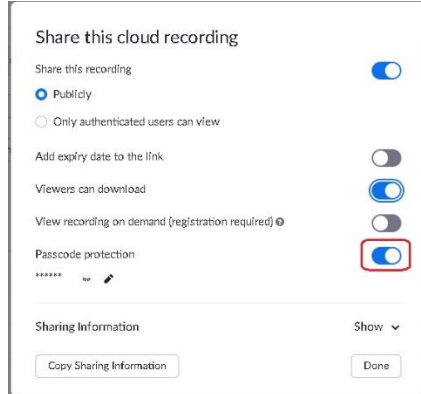
3. Under **Cloud Recordings** you should see your recorded lectures



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



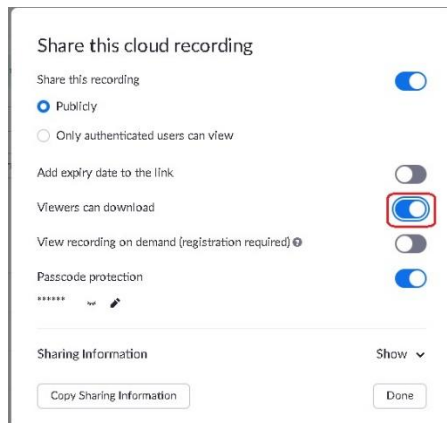
5. To remove the passcode, toggle the option **Passcode Protection** off.



6. To change the passcode, click on the edit icon beside the passcode.



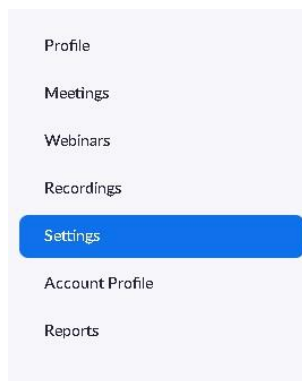
7. To remove the download access toggle off the option **Viewers can Download**



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



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.

