Saving Your Zoom Recordings to Echo360

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The integration with Zoom and Echo360 is only for the paid, licensed version on Zoom that is offered by the campus. If you currently do not have a CCU Zoom account, please visit the CCU Zoom page for information on how to gain access.

**Note** verify that you have an Echo360 account prior to your Zoom meeting. If you do not have an Echo360 account or are unsure if you do, please reach out to Jessica Hall (jahall1@coastal.edu).

To have your Zoom recordings go to the Echo360 cloud, please perform the following steps:

1. Log into your CCU Zoom account
2. From the Meetings tab in Zoom, click Schedule Meeting (if you already have a meeting scheduled, you can click on the meeting, scroll down and click edit)

![Schedule a New Meeting](image)

3. Once you have titled your meeting and scheduled the date and time, scroll down to the Meeting Options section

   ![Meeting Options](image)

   - Enable join before host
   - Mute participants upon entry
   - Enable waiting room
   - Only authenticated users can join
   - Record the meeting automatically

4. Check the box next to Record the meeting automatically

   ![Record the meeting automatically](image)

5. Select the destination to In the cloud

   ![Record the meeting automatically](image)
6. Once you have started your meeting, you will see in the left corner the recording box.

7. When you are ready to stop your recording and/or end your meeting, click the stop button.

A box will pop up to verify that you want to stop your recording. If you are ready to stop your recording, click yes.

You will receive an email from Echo360 to your CCU email address once your video has been uploaded into Echo.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Your video is online

Your video My Meeting from May 20 is now online and ready to view.
Once you receive that email, you can then access your video by logging into Echo and clicking the My Content tab. Depending on the length of your Zoom meeting, it may take up to an hour for this video to actually process in Echo.

- My Content
- Shared With Me
- Groups