

ZOOM: ACCESS MEETING & RECORDING LINKS



Teaching and Learning Support Service (TLSS), uOttawa

CONTEXT

Zoom is a web conferencing tool that among other things, lets professors meet with students in real time, offer polling and breakout room activities, and collaborate through document and desktop sharing. For employees, meetings can be recorded, stored in the cloud, and shared with attendees. Once a meeting has been scheduled, the creator/host of the meeting can re-access the meeting to launch the meeting, share the link, or edit the meeting's settings. After a meeting has been held, they can also access any processed recordings and adjust share settings for recordings. This guide covers how to access recordings and previously scheduled meetings.

At the University of Ottawa:

- **Employees** (Professors, TAs, Ras, etc.) have educational licensed Zoom accounts, allowing unlimited meeting time, cloud storage, and co-hosting for up to 500 participants.
- **Students** have a basic licensed Zoom account, allowing meetings with a 40-minute time limit, and no Zoom cloud storage or co-hosting capabilities.

Important:

- Professors and TAs must activate their uOttawa Zoom account and be added to Brightspace courses with their employee profile.
- Recordings are only retained for 150 days. It is recommended that users download any recordings that they wish to retain for longer than that period.

ACCESS ZOOM MEETINGS AND RECORDINGS

Important:

- Method A only displays links for meetings scheduled through the Zoom tab in a Brightspace course. All other methods display the links for meetings created by the individual regardless of how the meeting was scheduled.
- Zoom meeting links and recordings only display in the creator/host's Zoom portal (i.e. web, mobile app, desktop app). Students can only access meeting links and recordings shared with them, either through the Zoom tab in a Brightspace course (Method A), or manually (e.g. via email or a post in Brightspace).

A. IN A BRIGHTSPACE COURSE

Hosts, students/attendees can access uOttawa Zoom meeting links and recordings for meetings that have been scheduled through the Zoom tab in a Brightspace course by completing the following:

1. Download /open the Zoom Workplace [desktop application](#), click "**Sign In**", then click "**SSO**" and enter **uottawa-ca** in the domain field if prompted. Finally, enter your uOttawa Single-Sign-On ([SSO](#)) credentials.
1. Next, log into the [Brightspace](#) platform and access the Brightspace course.
2. Click on the "**Zoom**" tab located in the navigation bar of the Brightspace course.

3. Finally, click on the “**Upcoming Meetings**”, “**Previous Meetings**” or “**Cloud Recordings**” tab.

B. IN THE ZOOM WEB APPLICATION

Hosts can access uOttawa Zoom meeting links and recordings that they have scheduled through any method by completing the following:

1. Navigate to <https://uottawa-ca.zoom.us> and log in with your uOttawa Single-Sign-On (**SSO**) credentials
2. Click the “**Meetings**” tab, or “**Recordings & Transcripts**” tab depending on what you wish to access.
3. Locate the meeting or recording.

C. IN THE ZOOM DESKTOP APP OR MOBILE APP

Hosts can access uOttawa Zoom meeting links and recordings that they have scheduled through any method by completing the following:

1. Download /open the Zoom Workplace [desktop or mobile application](#), click “**Sign In**”, then click “**SSO**” and enter **uottawa-ca** in the domain field if prompted. Finally, enter your uOttawa Single-Sign-On (**SSO**) credentials.
2. Click the “**Meetings**” tab.
3. Locate the meeting and click on it. If a recording exists it will display once you access the meeting.
Note: Recordings are not accessible through the Zoom mobile app.

NEED HELP WITH ZOOM?

- Consult the TLSS [Zoom info page](#) and TLSS [Zoom guides](#).
- Consult the [Zoom support pages](#), and log in to contact Zoom via live chat or by submitting a ticket. When logging in, ensure you select **SSO** and if presented with a domain field, type in **uottawa-ca**.
- Contact the TLSS:
 - Submit a request via the [self-service portal](#). Make sure to select "Teaching and Learning" and then "Send us your request – TLSS"; or
 - Visit the walk-in lab located in VNR1020, Monday-Friday 10 a.m.-12 p.m. or 1-3 p.m.; or
 - [Book an online 30-minute consultation](#) with a ped-tech specialist.