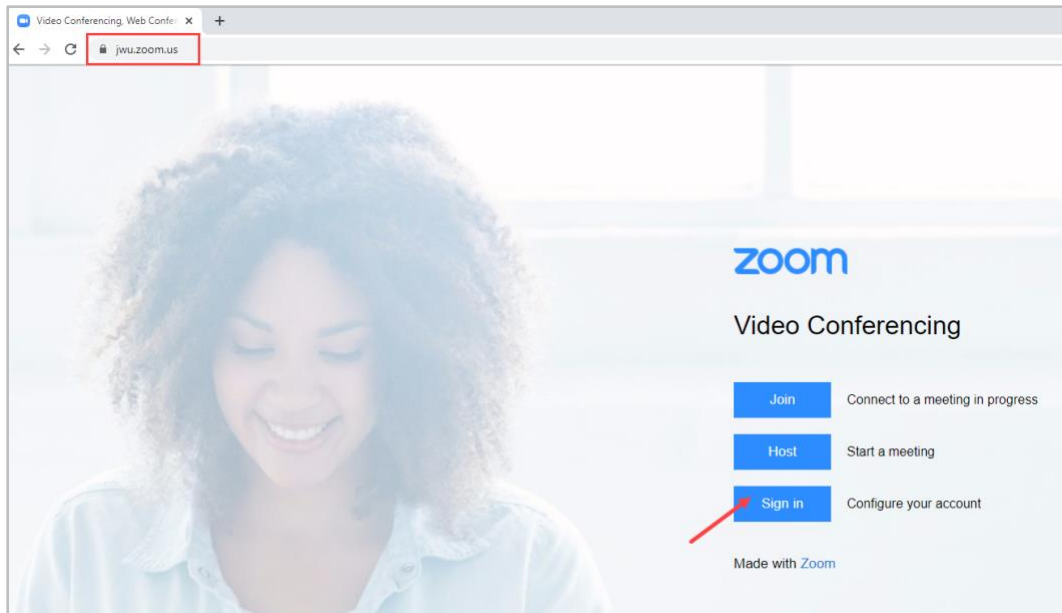


ZOOM: TRIM A RECORDING

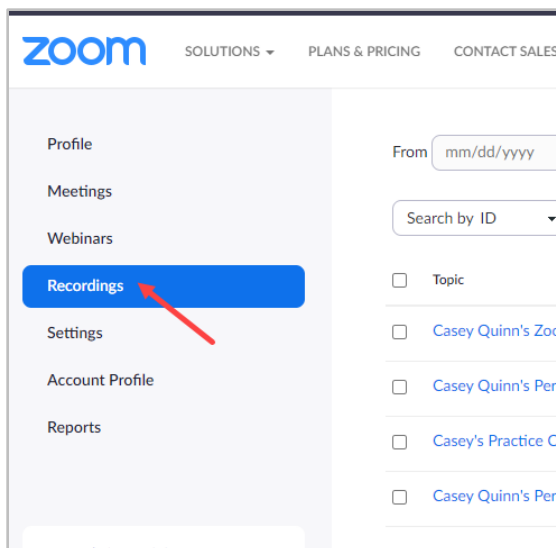
Once you have recorded a meeting in Zoom, you can trim the beginning and/or end of the recording. Trimming the recording only edits the playback for your viewers, so you will not lose your original content.

Instructions

1. Navigate to the website jwu.zoom.us and sign in using your JWU credentials.

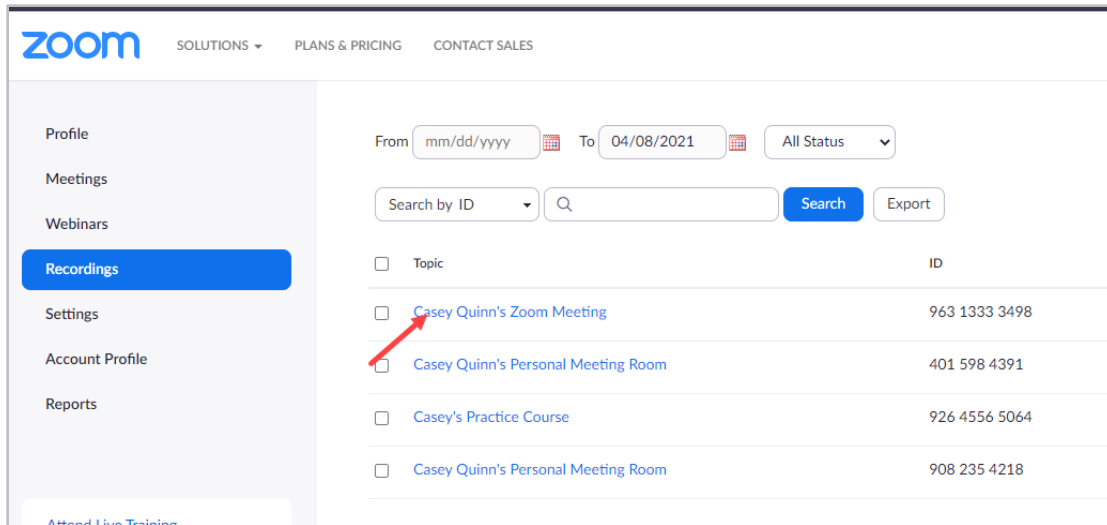


2. From the menu on the left, click on **Recordings**.

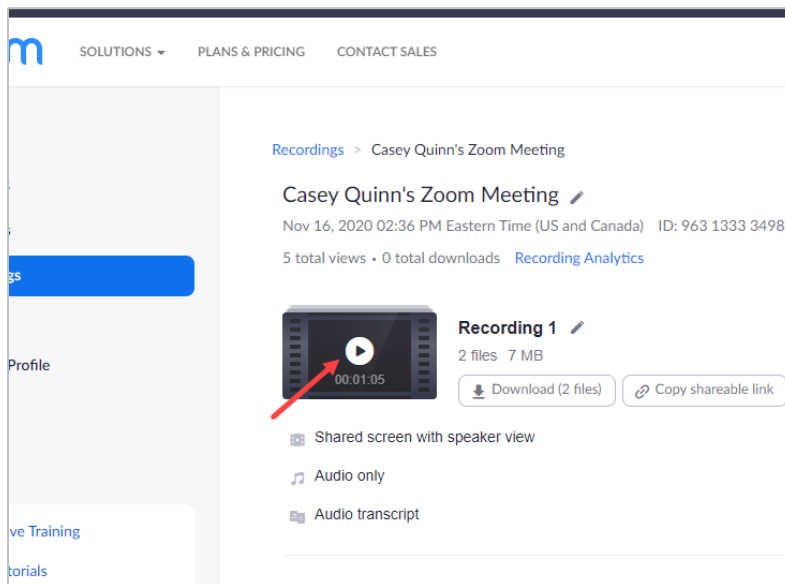


ZOOM: TRIM A RECORDING

3. Click on the title of the recording you wish to trim.

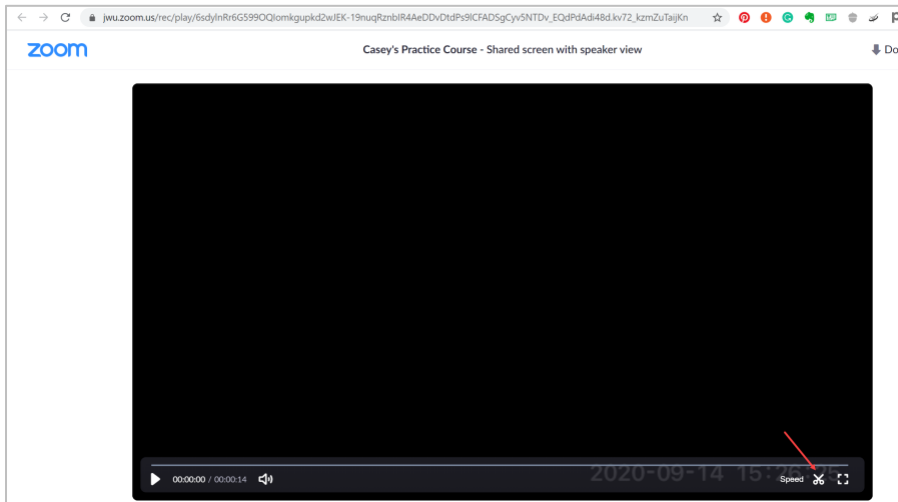


4. Click on the player icon to launch the player.

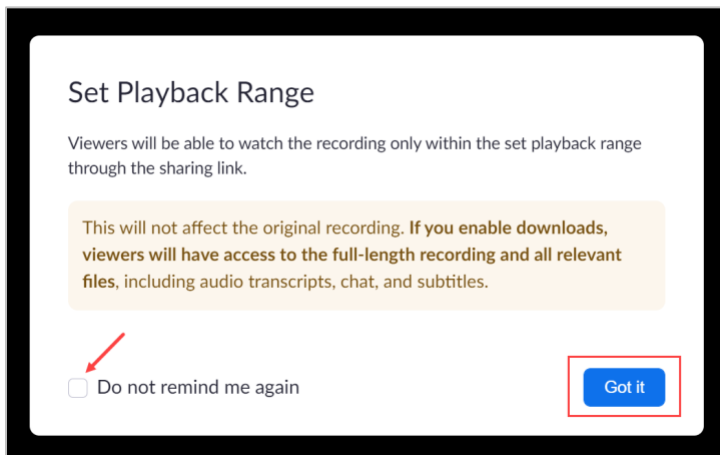


5. Click on the **Scissors icon** on the bottom right of the player.

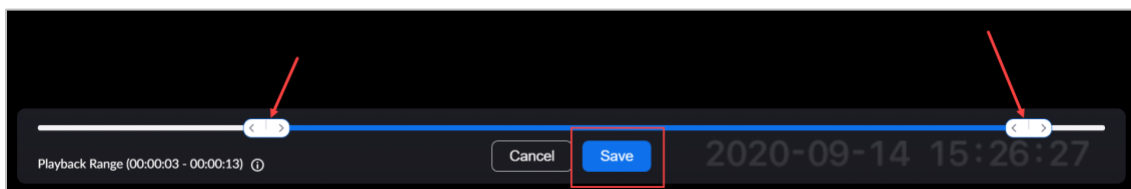
ZOOM: TRIM A RECORDING



6. A reminder will appear to notify you that trimming the video will not affect the original content. Check the box **Do not remind me again** and then **Got it**.



7. Click and drag the **playhead arrows** to the desired start and end times. Click **Save**.



ZOOM: TRIM A RECORDING

Note:

Trimming the recording only edits the playback for your viewers, so you will not lose your original content. To undo a trim, click on the scissors icon and drag the playhead arrows to the desired start and end times.