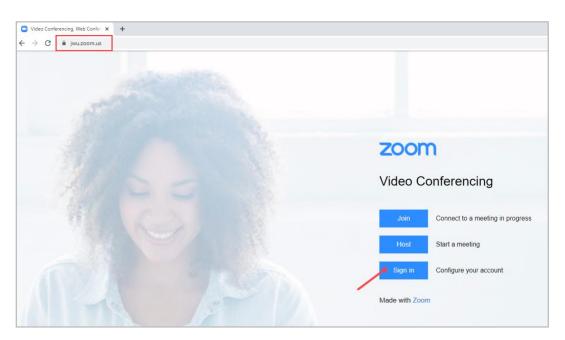


Once you have recorded a meeting in Zoom, you can trim the beginning and/or end of the recording. Trimming the recording only edits the playback for your viewers, so you will not lose your original content.

Instructions

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



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

zoom	SOLUTIONS -	PLANS &	R PRICING	CONTACT SALES
Profile Meetings Webinars			From	n mm/dd/yyyy earch by ID •
Recordings				Торіс
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Reports				Casey Quinn's Per Casey's Practice C
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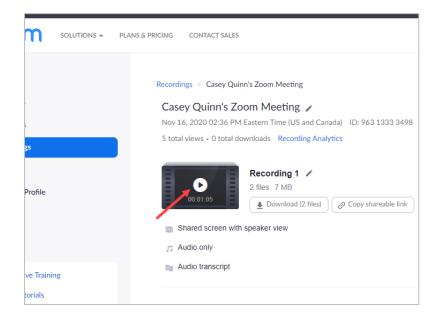
IT Service Desk



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

ZOOM SOLUTIONS - PLA	NS & PRICING CONTACT SALES	
Profile	From mm/dd/yyyy To 04/08/2021 A	NII Status
Meetings	Search by ID	Search Export
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Settings	Casey Quinn's Zoom Meeting	963 1333 3498
Account Profile	Casey Quinn's Personal Meeting Room	401 598 4391
Reports	Casey's Practice Course	926 4556 5064
	Casey Quinn's Personal Meeting Room	
Attend Live Training		

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

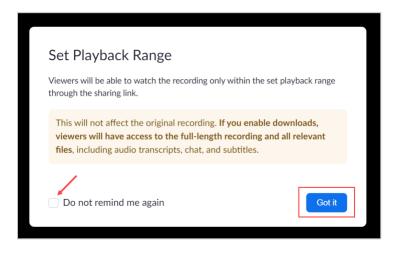


5. Click on the **Scissors icon** on the bottom right of the player.





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**.





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.