



Simple.



Flexible.

Dependable.

Lifesize Cloud Record and Share

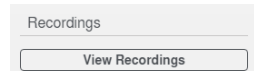
Lifesize Cloud Record and Share adds the ability to record meetings quickly and have them immediately published in an online video library. Access to Record and Share is only available to Lifesize Cloud registered users.

How to Record a Meeting

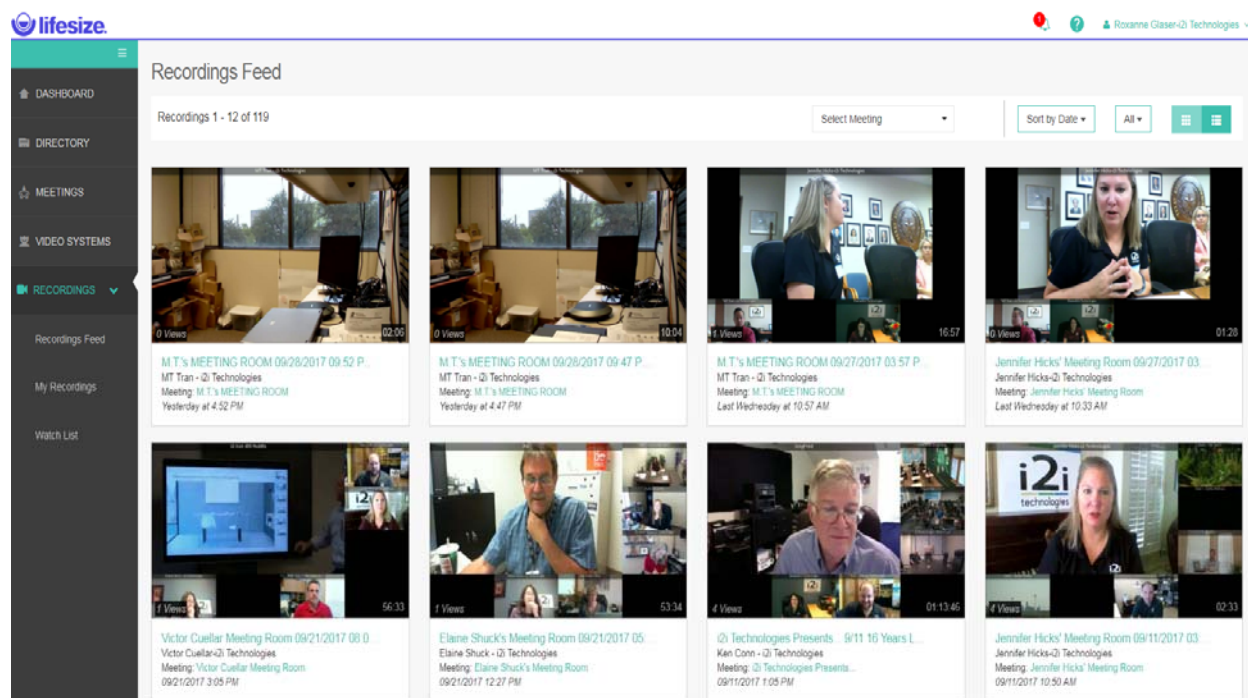
1. Join a meeting room.
2. Click the record button  to start and stop the video.
This can be done from a Room System or by a registered user connected into the meeting. Guest users cannot start or stop a recording.
3. Remember to hang up the call when the meeting ends. 

To View Recordings

- From within the application or web app, click View Recordings in the bottom right corner.

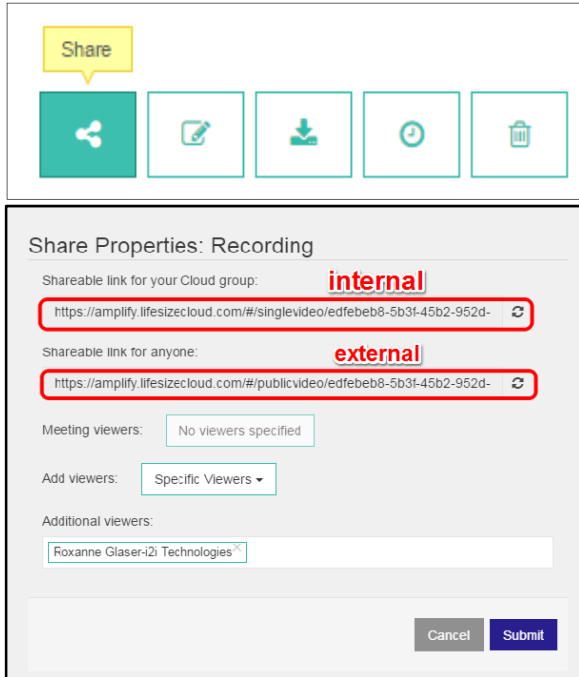


- NOTE: To access recordings directly, go to amplify.lifesizecloud.com.



To Share a Recording

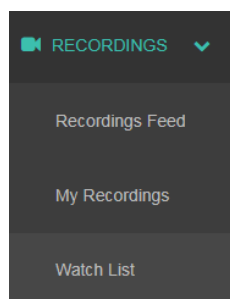
Copy either the internal or external link and paste it wherever it is needed.



Recordings Feed – all the videos that have been shared with you.

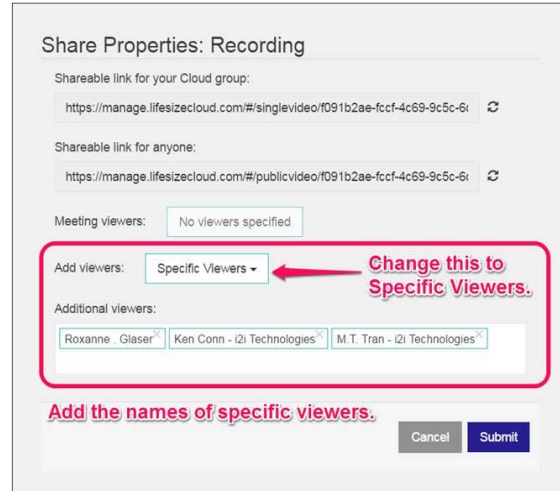
My Recordings - all the videos that you have recorded or were recorded in any virtual meeting rooms that you own.

Watch List – recordings that you tagged to watch later.

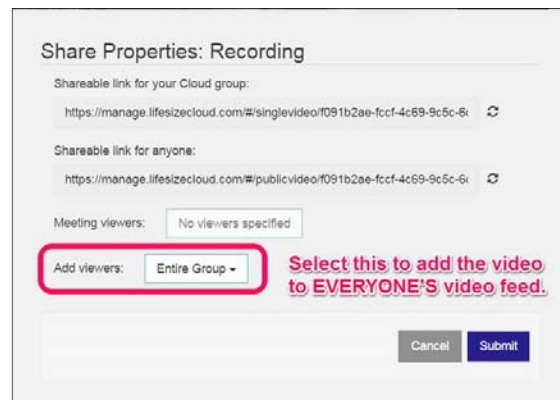


To Modify Sharing Properties

To share the video with specific people who already have a Lifeseize Cloud account, add them in the **Additional Viewers** box.



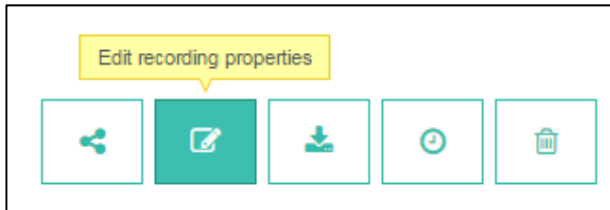
To share the video with EVERYONE in the Lifeseize Cloud account, select **Entire Group** from add viewers.



After updating the sharing properties, recordings will be visible under the **Recordings Feed** section of the personal video library.

To Edit a Recording

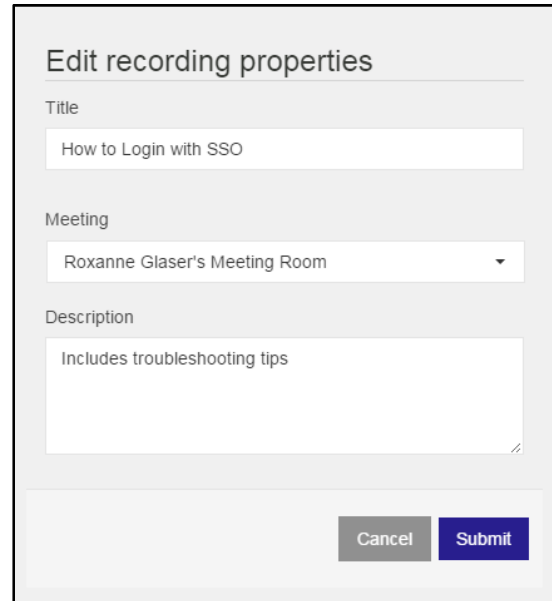
Click on the video to view the editing and sharing options.



Update title. (limit is 128 characters)

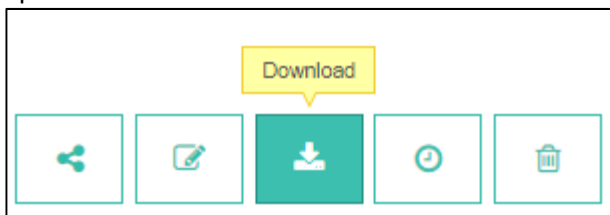
Update description. (limit is 250 characters)

- Only the owner of the recording will be able to edit the properties.
- Recordings created in virtual meeting rooms will belong to the owner of the meeting room.

A screenshot of a dialog box titled "Edit recording properties". It has a light gray background and a white border. The dialog contains three sections: "Title" with a text input field containing "How to Login with SSO"; "Meeting" with a dropdown menu showing "Roxanne Glaser's Meeting Room"; and "Description" with a text area containing "Includes troubleshooting tips". At the bottom right, there are two buttons: a gray "Cancel" button and a blue "Submit" button.

To Download a Recording

Click on the video to view the editing and sharing options.



- Click Download and the video download automatically begins. Video file format is mp4.