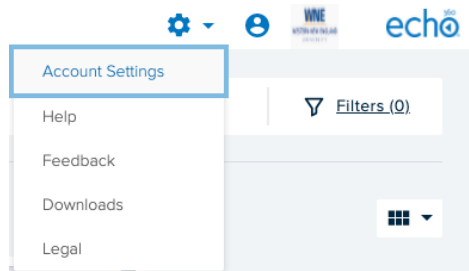


## Zoom recordings in Echo360

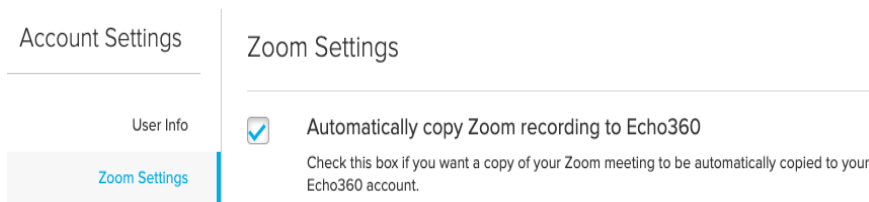
### Set Echo360 to “Automatically copy Zoom recordings”

You must configure your Echo360 account to automatically copy your Zoom recordings. This procedure only needs to be done once.

Log in at <https://echo360.org> , click the **Gear** near the upper-right corner and select **Account Settings** from the drop-down menu:



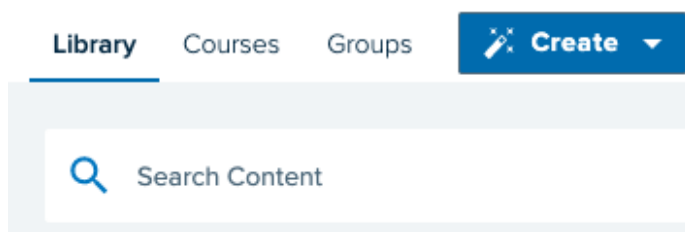
Next, click **Zoom Settings** on the left then check “**Automatically copy Zoom recordings to Echo360.**” There is no SAVE button, so that’s it!



*For this to work, the email address used login to Echo360 must match the “sign-in” email address used in Zoom. For both systems you should be using the email address <username>@wne.edu where <username> is your WNE username. For example, if your WNE username is ab123456 then you should be using ab123456@wne.edu as your sign-in email address for both Echo360 and Zoom. If this is not currently the case, open an OIT work order to report the mismatch. Although there is an Echo360 account setting to specify an “Alternate Zoom email”, avoid using that option since it only covers up the problem.*

### Find and rename your Zoom recordings

Once you’ve activated the feature in your Echo360 account settings, any future Zoom cloud recordings will automatically be copied to your Echo360 library. How long this takes will vary, but users report their videos appear in Echo360 within an hour or two after the videos are ready to view in their Zoom account. To get to your Echo360 library, login at <https://echo360.org> and click the “Library” link near the upper-left:



The Library is a collection of all your Echo360 recordings, which may have come from several sources including the Echo360 Universal Capture software, direct file upload, or from Zoom. You can use the **Filters** tool to display only Zoom recordings. The Filters icon is towards the right edge of the Search bar. The number in parentheses shows how many filters are currently set.



Click the **Filters** icon, set the “Source” to “Meeting Recordings” and then **Apply** your selection:



When that filter is set you’ll see only your Zoom recordings, which will always have the same name as the corresponding Zoom meeting. For example if you do multiple cloud recordings of a Zoom meeting called “Prof. Johnson’s BIO classroom”, you’ll have that many Echo360 recordings all named “Prof. Johnson’s BIO classroom”. **To rename a video**, click the tile to get to the video’s details page, then click “Edit Details” below the video preview panel.



Students cannot view recordings in your Library unless you first share them via a link or by publishing them to an Echo360 course section. Refer to the articles on the [Echo360 support page](#) to learn how.