Setup Guide for Zoom to Echo360 Integration

Setup your Zoom cloud recording settings:
1. Login to https://umassboston.zoom.us and click sign in to your zoom account using your UMB email address and the password you created for Zoom.
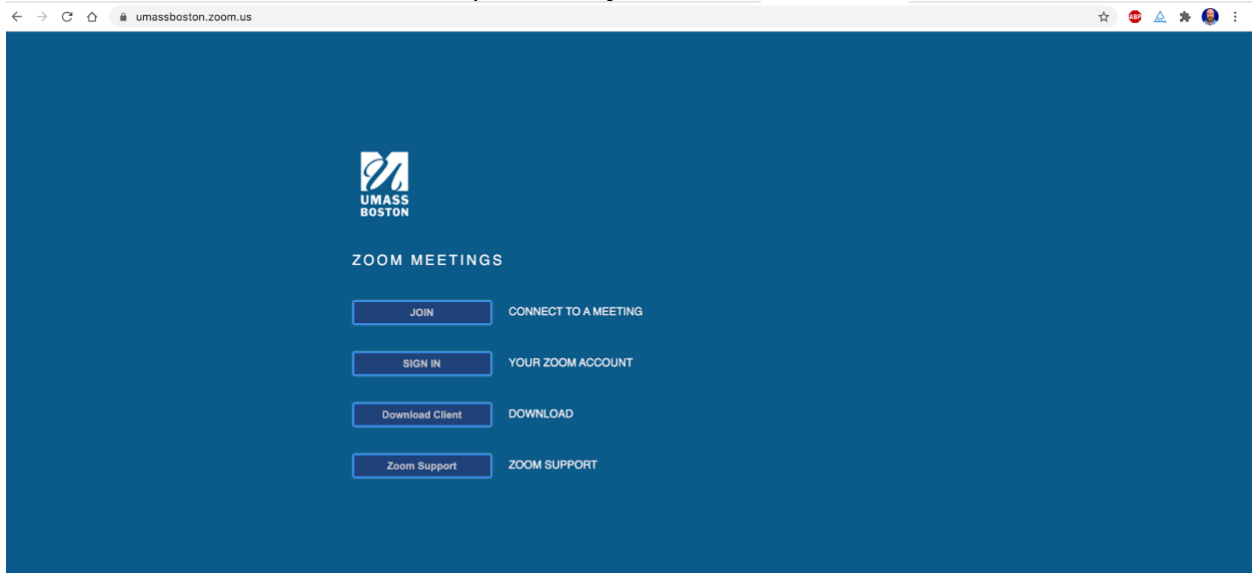
2.   After signing in you will be directed to the main Zoom page which lists all your upcoming meetings. Click on the left side into settings (1). Then click Recording (2) . Navigate to Cloud Recording (3) and make sure the bar is selected to allow cloud recordings (4). Check what type of recording you'd like to occur (5)- please see notes below.
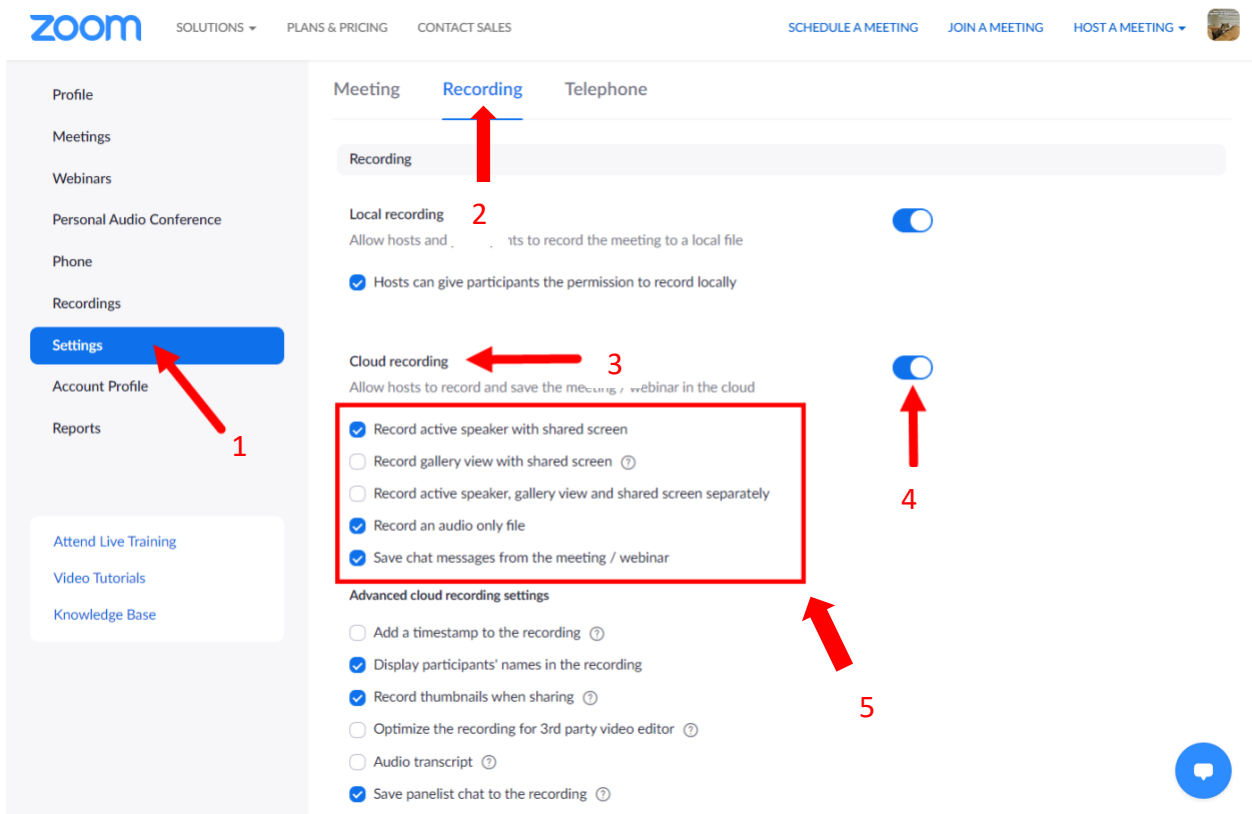
<u>Important Note:</u>

While the shared screen with speaker view is the one normally selected, you can select others. Echo360 has a priority level for retrieving these recordings from Zoom, in that Echo360 only pulls in one type for each meeting recording. That priority is:

- Shared screen with speaker view: MP4 file with audio and video showing both active speaker view and shared content
- Shared Screen: MP4 file with audio and video showing the shared screen only
- Shared screen with gallery view: MP4 file with audio and video showing both gallery view and shared content
- Active Speaker: MP4 file with audio and video showing the active speaker view only
- Gallery View: MP4 file with audio and video showing the gallery view only

5. Set the date range for how long your recordings will be stored on the Zoom Cloud- Echo360 does not automatically delete your recordings from Zoom, however in order to keep your chat log and other analytics you may want to keep your Zoom recordings active for 30 days.

Scroll down on the recording settings until you reach: Auto delete cloud recordings: Then set the duration of time for automatic selection:

**Setup your Echo360 account to copy the Zoom recordings.**

6. Login to https://echo360.org using your UMB email address, then sign in to the UMB Single sign on using your @umb.edu email address and password. **Please note if you do not have an Echo360 account you will need to write to Echo360@umb.edu to obtain one. Please include your course name and section.**

7.Navigate to your settings by clicking the gear wheel located in the upper right corner(7) and click account settings (8):
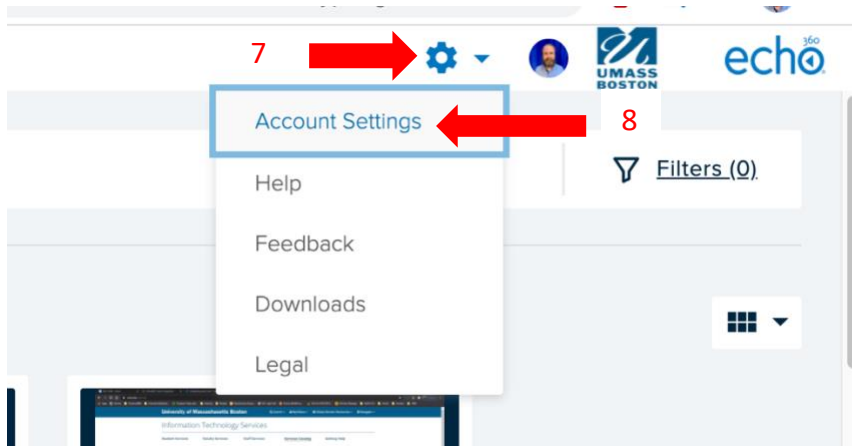
8. Click on Zoom Settings (9) under account settings on the left menu. And check the box to automatically copy your Zoom recordings to Echo360 (10)
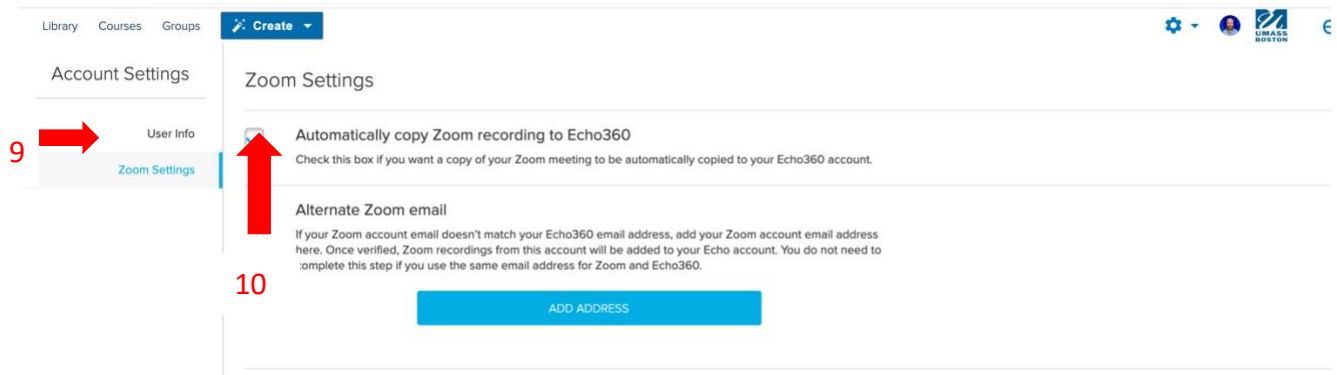
9. You are now setup to have all your Zoom cloud recordings from this point on sent automatically to Echo360.

Notes:
-Multiple starts/stops will create multiple files. You cannot edit them together in Echo360.
-Echo360 will only ingest 1 type of recording even if you have multiple selected in Zoom.
-Only the video will be sent to Echo360- chat logs and other data will not be pushed over.

Your email on Echo360 must match your Zoom Pro email provided by UMass Boston. If you do not have a Zoom pro account please email it-classtech@umb.edu to request one.