How to track who has viewed my Zoom recordings

Overview

Cloud recordings of meetings or webinars can be made on-demand and require viewers to register before receiving access. Recording registration can be customized with custom fields and manual or automatic approval. The link to access the recording will not change, but once the on-demand option is turned on for a recording, it will take viewers to the registration page, instead of directly to the cloud recording.
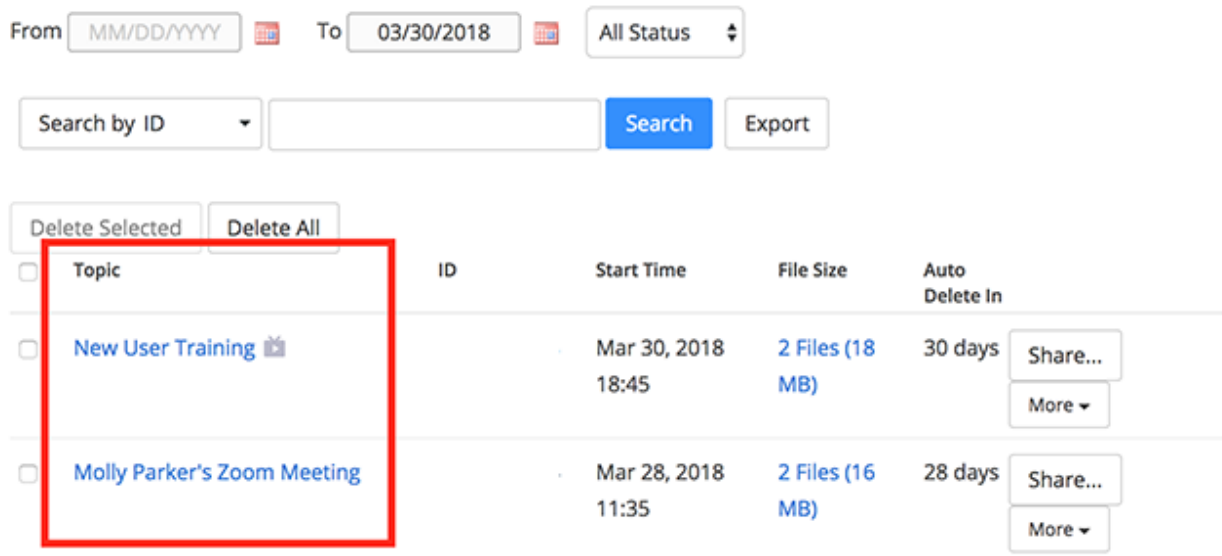
This article covers:

- [Making a recording on-demand](#)
- [Changing registration settings](#)
- [Viewing registrant information](#)

Prerequisites

- Zoom account with cloud recording enabled

Making a recording on-demand

1. Login to your Zoom web portal and navigate to **My Recordings**.
2. Click on the meeting topic for the recording that you would like to make on demand.
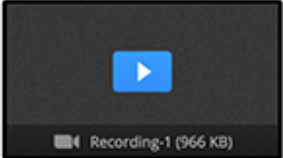
3. Click **Share…**

My Recordings > Molly Parker's Zoom Meeting

Molly Parker's Zoom Meeting ✎   Share…
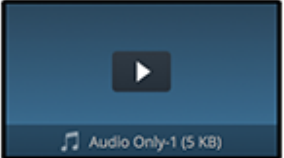Mar 28, 2018 11:38 AM Central Time (US and Canada)   ID: ·

Accessed this month: 0   Accessed this month: 0

▶ Recording-1 (966 KB)   ♫ Audio Only-1 (5 KB)

Download   Copy Link   Delete   Download   Copy Link   Delete

4. Toggle **On Demand (Registration Required)** to on (blue).

On-demand(Registration Required) ⍰   ⬤⚪

5. The recording will now be on demand. If the user visits the link to the view the recording, they will be required to register before viewing.

Molly Parker shared a recording with you
Fill out the form below to watch the recording

Topic   Molly Parker's Zoom Meeting

Meeting   1 minutes
Duration
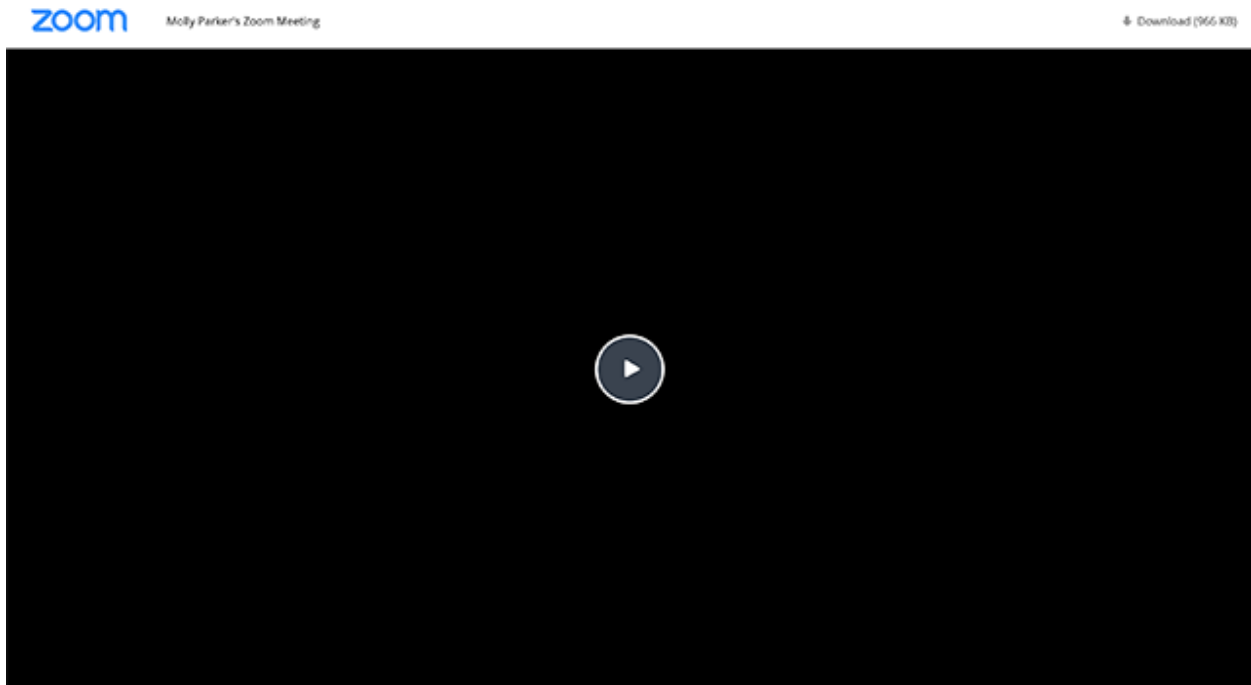
First Name*   Last Name*

Email Address*   Confirm Email Address*

* Required information

☐ I'm not a robot   reCAPTCHA
                         Privacy - Terms

Register

6. After registering, they can view the recording.

Changing registration settings

1. Login to your Zoom web portal and navigate to **My Recordings**.
2. Click on the topic for the recording.

3. Click **Registration Settings**.

My Recordings > New User Training

New User Training ✏

Mar 30, 2018 6:45 PM Central Time (US and Canada)   ID:

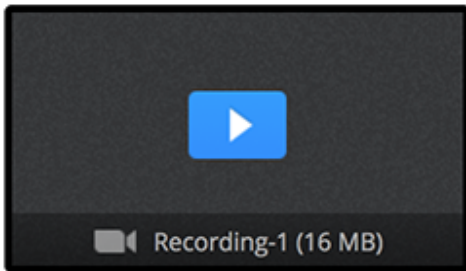This recording will be deleted automatically in 30 days.

📺 **This recording is on-demand now**
On-demand videos require viewers to register before watching the recording

[Registration Settings]   View Registrants

Accessed this month: 0   Accessed this month: 0

▶   ▶

📹 Recording-1 (16 MB)   🎵 Audio Only-1 (2 MB)
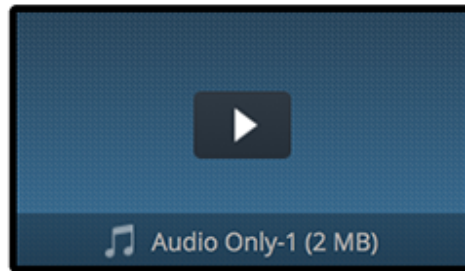
Download   Copy Link   Delete   Download   Copy Link   Delete

4. This will open the on-demand settings.

- ○ **Approval**: Select if you want registrants to be automatically able to view the recording after registering, or if you would like to manually approve registrants to view the recording.
- ○ **Notification**: Check if you would like to receive an email when someone registers to view the recording.
- ○ **Other options**: Check if you would like to show social share buttons on the recording registration page. This will include social share buttons for Facebook, Twitter, and LinkedIn.
- ○ **Questions**: Click on the questions tab to adjust which fields are shown and required when someone registers to view the recording.
- ○ **Custom Questions**: Add custom questions for viewers to complete when registering to view the recording.
5. Click **Save All** when done.

If manual approval is turned on for an on-demand recording, the user will be taken to a page letting them know that their registration information has been submitted. Once their request is approved, they will receive an email with the link to view the recording. If their request is denied, they will receive an email notifying them that their registration request was denied.

Waiting for the host to approve your registration

Topic   Molly Parker's Zoom Meeting

Date   Mar 28, 2018 16:38

Meeting ID

Your registration request has been submitted to the host for approval. You will receive an email regarding your registration status.

Viewing registrant information

1. Login to your Zoom web portal and navigate to **My Recordings**.
2. Click on the topic for the recording.

3. Click **View Registrants**.
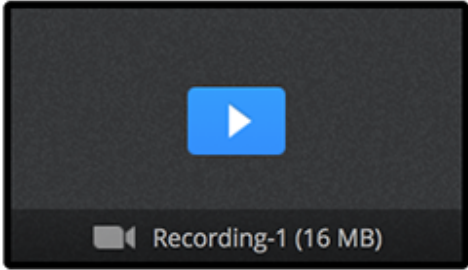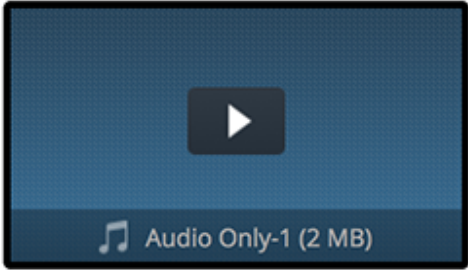
My Recordings > New User Training

New User Training ✎

Mar 30, 2018 6:45 PM Central Time (US and Canada)   ID:

This recording will be deleted automatically in 30 days.

📺 **This recording is on-demand now**
On-demand videos require viewers to register before watching the recording

[Registration Settings]   View Registrants

Accessed this month: 0   Accessed this month: 0

▶   ▶

🎥 Recording-1 (16 MB)   🎵 Audio Only-1 (2 MB)

Download   Copy Link   Delete   Download   Copy Link   Delete

4. The registrant information will be shown in three tabs: **Pending Approval**, **Approved**, and **Denied**.
   ○ **Pending Approval**: Check the box next to any users you want to approve. Click **Approve**. Check the box next to any users you want to deny. Click **Deny**.
   ○ **Approved**: This lists any users who have access to view the recording.
   ○ **Denied**: This lists any users who you have denied from accessing the recording.