



How to Download your Zoom Cloud Recordings and Upload to One Drive

Topic

DOWNLOADING CLOUD RECORDINGS

 To access all of your Zoom cloud recordings, go to <u>https://alamo.zoom.us/recording</u> and click on the "**Recordings**" tab.



2. Click on the "Cloud Recordings" tab Note: You can search for recordings by a specific date. will be listed

Cloud Recordings	Local Recordings			
From mm/dd/yyyy	To 05/04/2020	All Status		
Search by ID •	Q	Search Export		
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- 3. All your recording will list on the page.
- Click on the "More" button to the right and choose "Download".
 Note: the number of files might change for each recording.
- 5. Depending on the internet browser and your settings, the files should be saved within your computer's **download folder**.



Start Time

File Size

May <u>6, 2020</u>

ID





UPLOADING TO ONE DRIVE

- 6. Open One Drive from your Office 365 account
 7. Click on the "New" on the menu bar and create a new folder and name it "Zoom Recordings"
- 8. Open the "Zoom Recordings" Folder
- Zoom Recordings

🔨 Upload 🗸

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Word

Good morning

9. Click "Upload" on the menu bar and choose "Files"



10. You will be directed to your "Download" folder. Choose the recording(s) that you want to upload and click "Open"



11. Your recording will appear in your folder.

▶ ^{2/}GMT20200415-145517_Paperless-_1680x76... A few seconds ago 41.8 MB Private

12. Tap the ellipsis for the file you are working with and tap "**Rename**"

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A few seconds ago

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13. Type in the "**new name**" and click "**Save**"



Congratulations! You're done!

You have just successfully completed downloading your cloud recordings and uploading the recordings to your One Drive. If you need further assistance, call the SAC Helpdesk at 210-486-0777 or email <u>sachelpdesk@alamo.edu</u>

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