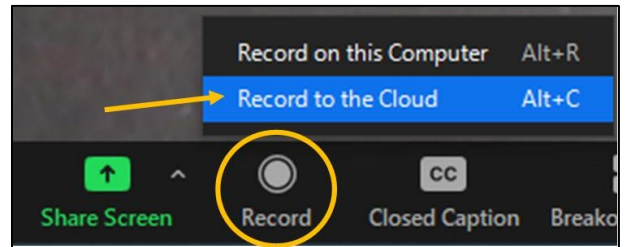


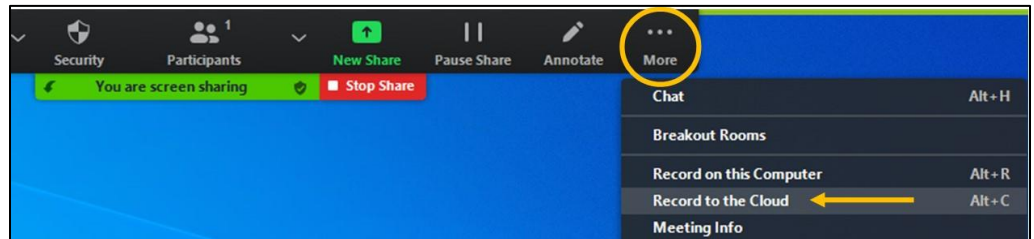
Deleting Zoom Recordings on the Cloud

If you record to the Zoom Cloud, do the following...

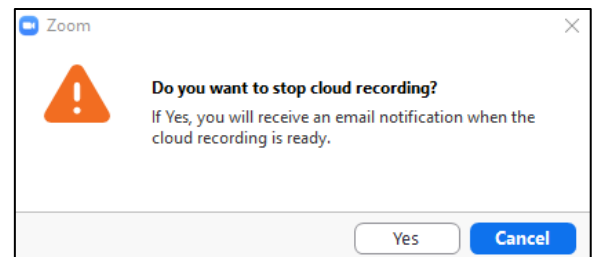
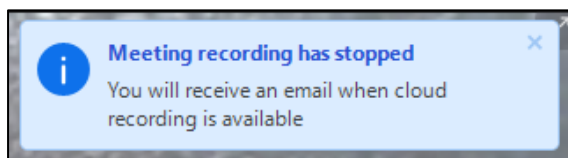
1. Open Zoom (www.zoom.us) and begin your meeting.
2. If you are NOT sharing your screen and wish to record, click the **RECORD** button in the toolbar at the bottom of the screen. Choose **Record to the Cloud**.



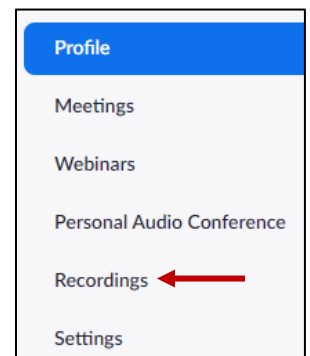
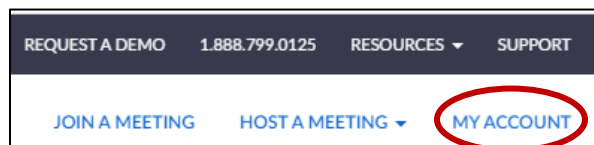
3. If you are sharing your screen, you will find the **RECORD** feature in the **MORE** button in the toolbar at the top of the page. Choose **Record to the Cloud**.



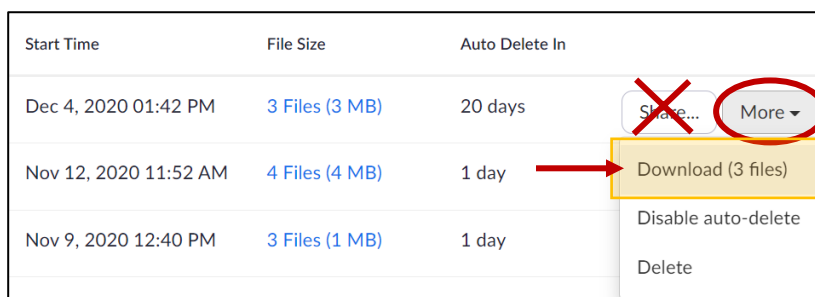
4. When you finish recording, go back to the toolbar and choose **STOP RECORDING**. You will be asked if you wish to stop recording. Select **YES**. You will receive an email notifying you when the recording is available. **Recordings will not be saved until the meeting ends.**



5. Once the recording is complete, **DOWNLOAD** the video. Log in to your **ZOOM account** and click on the tab **MY ACCOUNT** in the top right corner. Then click on **RECORDINGS** on the panel on the left. This is where you will find a list of all videos that you recorded to the cloud.

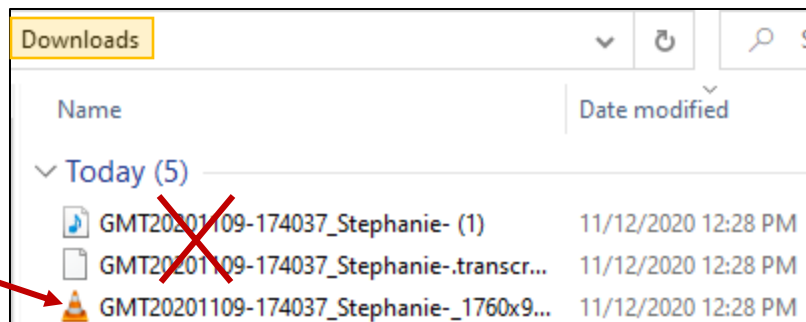
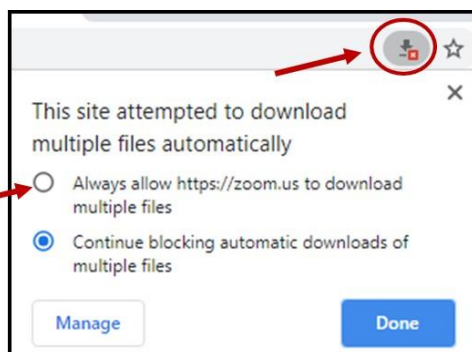


6. Click the **MORE** button at the end of the video line. Select **DOWNLOAD**.



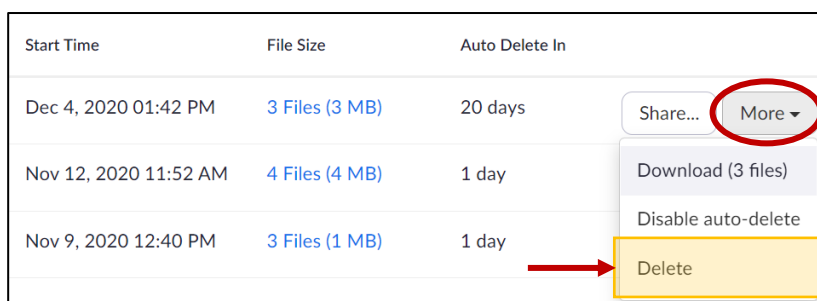
***NOTE:** Do not give the students the link to your Zoom Cloud video using the **SHARE** button. This area should **NOT** be the permanent storage area for your recording as we have limited space to store videos.

NOTE: If nothing downloads, check the top of your webpage to make sure the download has not been blocked.



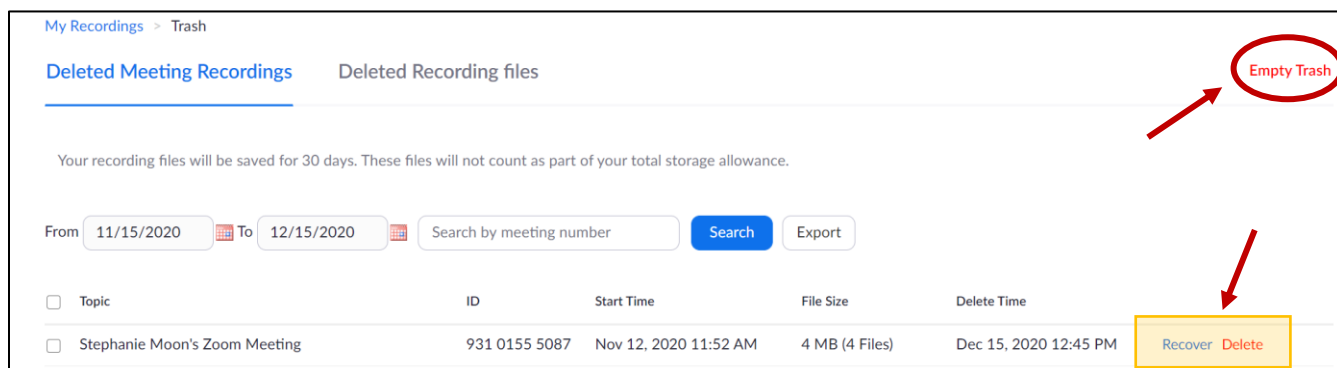
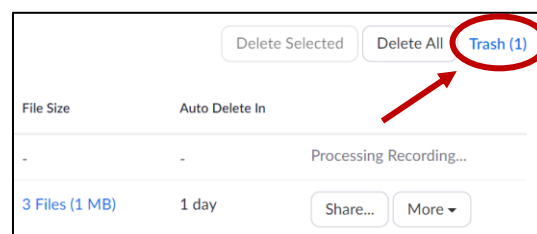
This will download 3 files (an MP4 video, an MPEG4 (audio only), and a file that is for transcripts). Please be sure to give your students the **MP4**. It will most likely have an orange traffic cone next to it.

- After the video is downloaded, you will want to **DELETE it from the Zoom Cloud** to free up space. Go back to the **Recordings** tab in your **Zoom Account**. Click on the **MORE** button and choose **DELETE**. On the pop-up box, choose **YES** that you want to delete it from the Cloud.



- Once you have deleted your recordings (moved them to the TRASH), you will want to delete the trash to permanently delete the recordings. Click on the **TRASH** link.
- On the next screen, you can choose to **DELETE** one file at a time or you can click the **EMPTY TRASH** button in the upper right-hand corner of your screen to permanently delete **ALL** deleted recordings.

***NOTE:** If you accidentally deleted a recording, you can recover the recording here.



- You will also want to move your video from the **DOWNLOADS** folder on your computer as this folder is **NOT** backed up to our server. You can choose to save your video to a flashdrive or move it to your Google Drive which has a vast amount of storage space. You could also upload the video to your Google Classroom to share with students.

11. To move a copy of the recording to your **Google Drive**, open your Google Drive account. Click on **NEW** in the upper left corner and choose **FILE UPLOAD**. Find the saved video and double-click it. The video will not be ready to view immediately. Once the rendering is complete, you will see a thumbnail of the video instead of the red icon. This is when you and your students will be able to view the video.

