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

DOWNLOADING CLOUD RECORDINGS

1. To access all of your Zoom cloud recordings, go to https://alamo.zoom.us/recording and click on the "**Recordings**" tab.
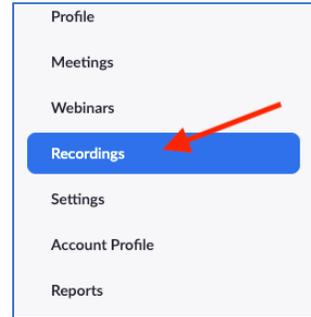
2. Click on the "**Cloud Recordings**" tab **Note: You can search for recordings by a specific date.** will be listed
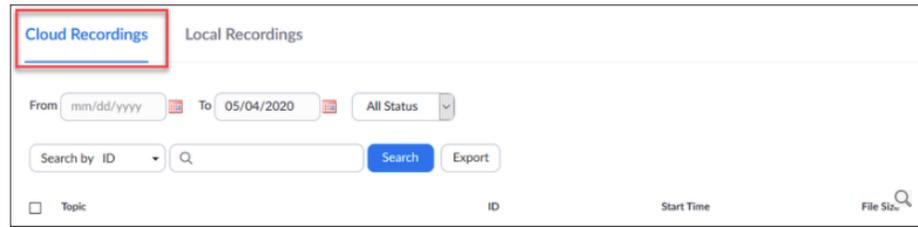
3. All your recording will list on the page.

4. Click on the "**More**" button to the right and choose "**Download**".
Note: the number of files might change for each recording.
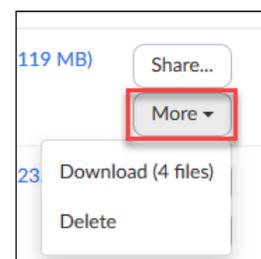
5. Depending on the internet browser and your settings, the files should be saved within your computer's **download folder**.
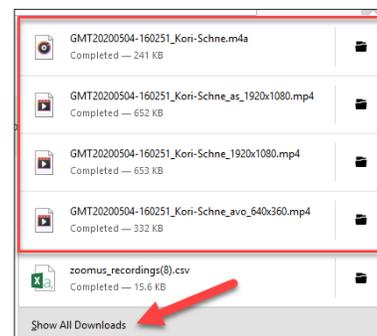
UPLOADING TO ONE DRIVE

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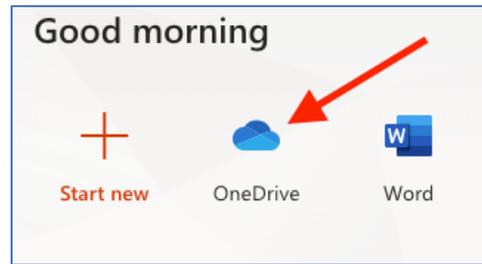
7. Click on the "**New**" on the menu bar and create a new folder and name it "**Zoom Recordings**"
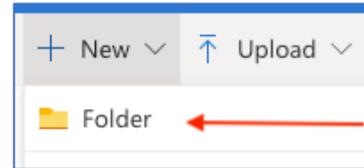
8. Open the "**Zoom Recordings**" Folder

9. Click "**Upload**" on the menu bar and choose "**Files**"
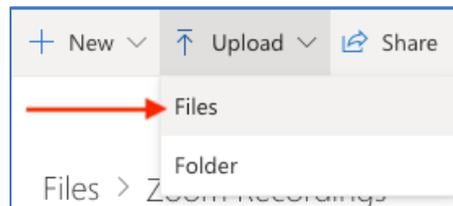
10. You will be directed to your "**Download**" folder. Choose the recording(s) that you want to upload and click "**Open**"
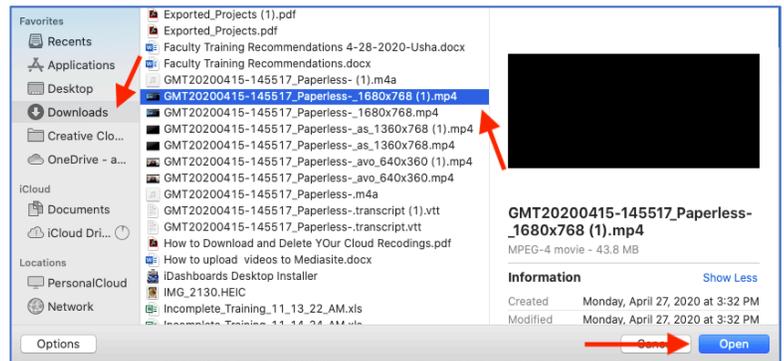
11. Your recording will appear in your folder.
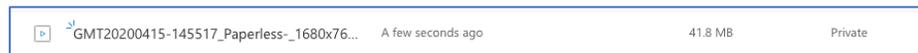
12. Tap the ellipsis for the file you are working with and tap "**Rename**"
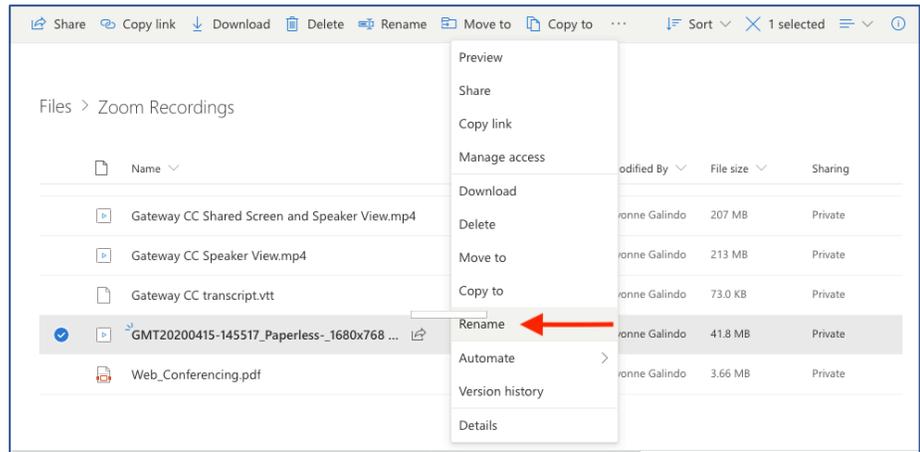
13. Type in the "**new name**" and click "**Save**"

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 sac-helpdesk@alamo.edu