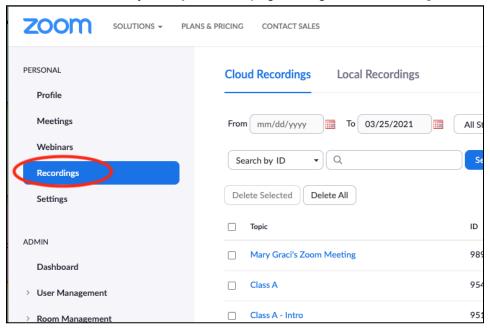
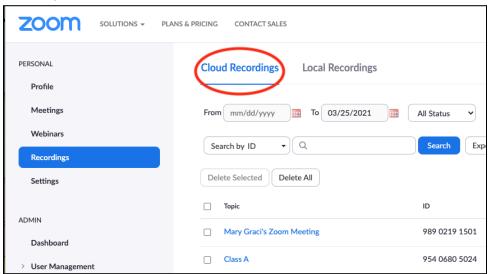
How to Download Zoom Cloud Recordings to Your Computer

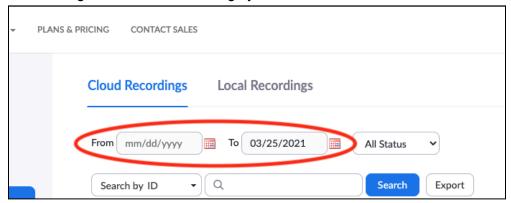
- 1. Go to lovno.zoom.us, click Sign In and login through SSO.
- 2. On the left-hand side of your My Account page, navigate to Recordings.



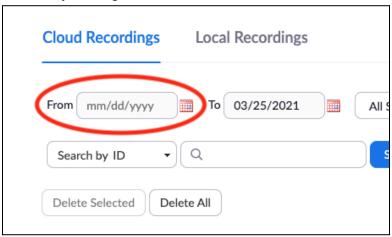
3. Make sure you are in the Cloud Recordings tab.



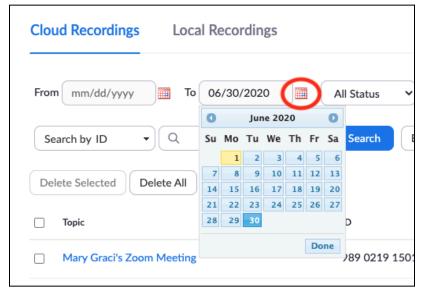
4. Fill in the range of dates for recordings you wish to download.



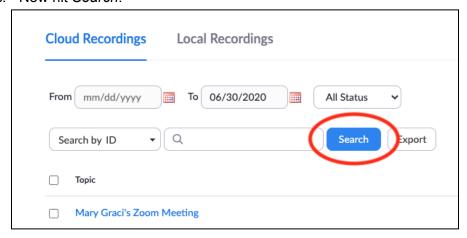
a. **Set a date range:** For example, to see all recordings created through June 30, 2020, start by leaving the *From* date blank.



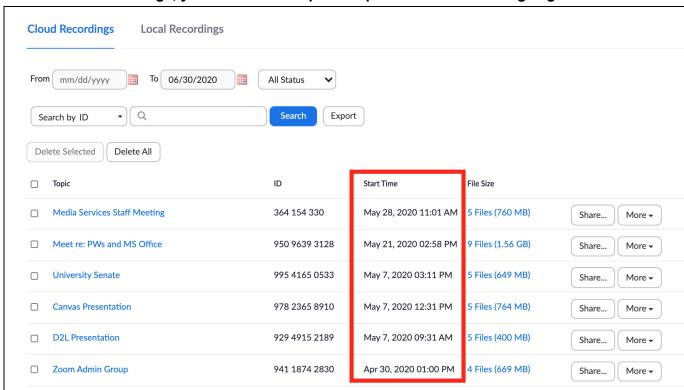
b. Then select June 30, 2020 for the *To* date. Use the dropdown calendar.



c. Now hit Search.



- 5. You will now only see your cloud recordings in that date range. Decide which recordings you want to keep. You can find more information on the recording by clicking on the title.
 - a. Note: If you click on a recording, then navigate back to the complete list of recordings, you will need to repeat Step 4 to set the date range again.



- 6. To download a recording, find the *More* button on the right-hand side of the recording in question and click the dropdown menu. You will see *Download*, along with the number of files the recording has. Click *Download*.
 - a. Note: You will need to repeat this step for each recording that you wish to download.



b. **Note:** Your recordings can be anywhere from 1 to 12 files depending on your Zoom recording settings and if content was shared during the meeting. Each file will download separately and in different formats. To learn more about the different file formats, check out this <u>Zoom support article</u>.



7. Depending on your browser and computer settings, the file(s) will download to a set destination on your computer. To find them, check your *Downloads* folder. If you cannot find the recordings, select a guide below based on the type of computer and/or browser you are using for help.

Select the type of computer you are using to learn how to find files.

- PC (Windows 10)
- Mac

If you still can't find them, select the browser you are using to learn how to check your download destination settings.

- Chrome
- Firefox
- Safari
- Edge
- After your cloud recording has been downloaded, you can either keep the file(s) on your personal computer or you can upload it to another cloud storage space, such as Google Drive or Kaltura.
 - a. **Note:** Uploading the file(s) to another cloud storage space does not delete them from your computer. You will need to do this manually after verifying that they have uploaded properly.