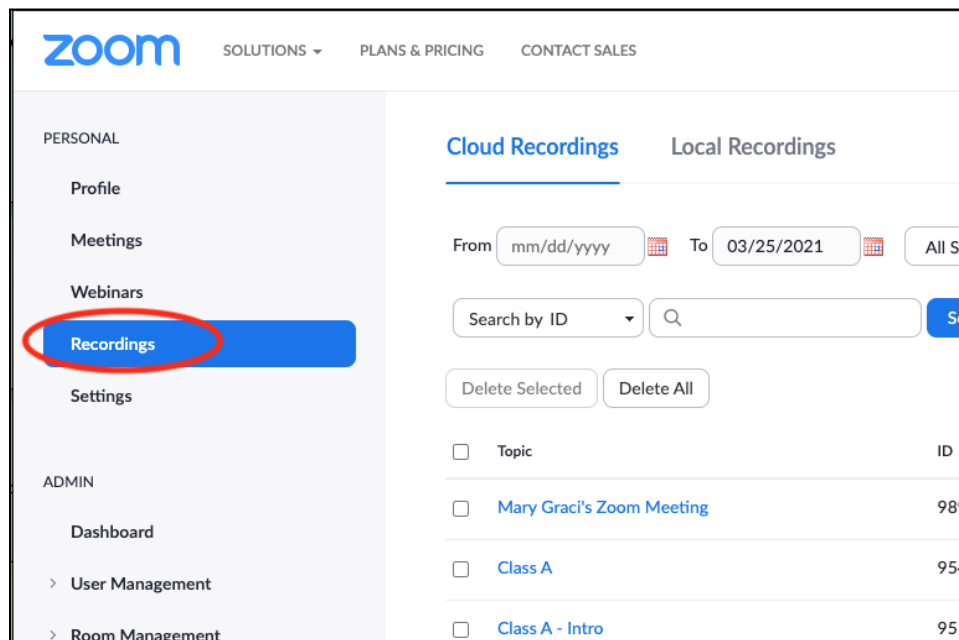
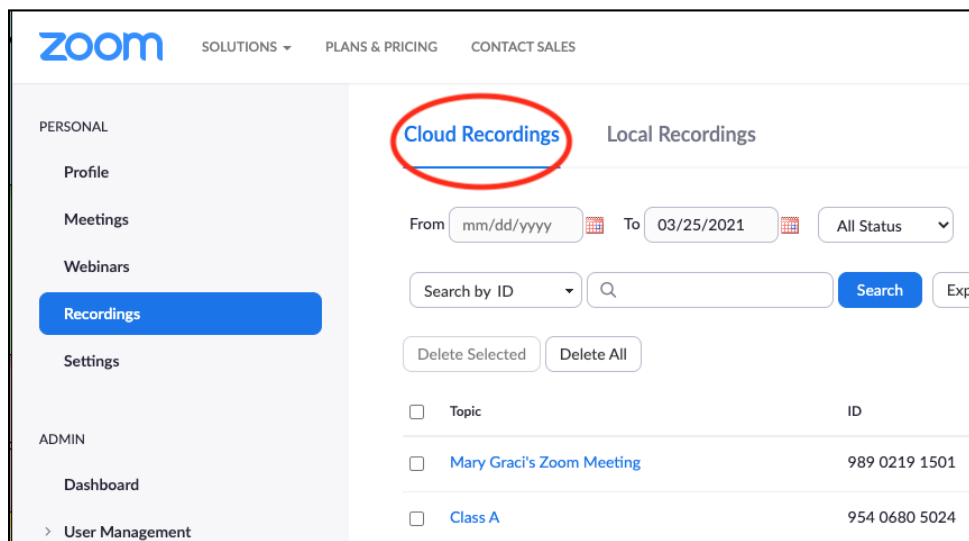


# How to Download Zoom Cloud Recordings to Your Computer

1. Go to [loyno.zoom.us](https://loyno.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.

The screenshot shows the 'Cloud Recordings' tab selected. Below the tabs, there is a date range selector. The 'From' field contains 'mm/dd/yyyy' and the 'To' field contains '03/25/2021'. Both fields have a calendar icon to their right. This entire date range selector is circled in red. Below the date range, there is a 'Search by ID' dropdown, a search input field with a magnifying glass icon, a 'Search' button, and an 'Export' button. At the top, there are links for 'PLANS & PRICING' and 'CONTACT SALES'.

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

This screenshot is similar to the previous one, but the 'From' field is now empty, and the 'To' field still contains '03/25/2021'. The 'From' field and its calendar icon are circled in red. Below the date range, there is a 'Search by ID' dropdown, a search input field with a magnifying glass icon, and two buttons: 'Delete Selected' and 'Delete All'.

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

This screenshot shows the 'To' date field with '06/30/2020' entered. A calendar dropdown is open, showing the month of June 2020. The date '30' is highlighted in blue. The 'From' field is still empty. The date range selector is circled in red. Below the date range, there is a 'Search by ID' dropdown, a search input field with a magnifying glass icon, and two buttons: 'Delete Selected' and 'Delete All'. At the bottom, there is a 'Topic' checkbox and a 'Mary Graci's Zoom Meeting' checkbox.

c. Now hit Search.

The screenshot shows the 'Cloud Recordings' tab selected. At the top, there are filters for 'From' (mm/dd/yyyy), 'To' (06/30/2020), and 'All Status'. Below these is a search bar with a dropdown set to 'Search by ID' and a magnifying glass icon. The 'Search' button is highlighted with a red circle. To the right of the search bar is an 'Export' button. Below the search bar, there are checkboxes for 'Topic' and 'Mary Graci's Zoom Meeting'.

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.**

The screenshot shows the 'Cloud Recordings' tab with a list of recordings. The 'Start Time' column is highlighted with a red box. The table has columns for 'Topic', 'ID', 'Start Time', and 'File Size'. Each row includes a checkbox, a title, an ID, a start time, a file size, and 'Share...' and 'More' buttons.

| <input type="checkbox"/> Topic                        | ID            | Start Time            | File Size         |          |        |
|-------------------------------------------------------|---------------|-----------------------|-------------------|----------|--------|
| <input type="checkbox"/> Media Services Staff Meeting | 364 154 330   | May 28, 2020 11:01 AM | 5 Files (760 MB)  | Share... | More ▾ |
| <input type="checkbox"/> Meet re: PWs and MS Office   | 950 9639 3128 | May 21, 2020 02:58 PM | 9 Files (1.56 GB) | Share... | More ▾ |
| <input type="checkbox"/> University Senate            | 995 4165 0533 | May 7, 2020 03:11 PM  | 5 Files (649 MB)  | Share... | More ▾ |
| <input type="checkbox"/> Canvas Presentation          | 978 2365 8910 | May 7, 2020 12:31 PM  | 5 Files (764 MB)  | Share... | More ▾ |
| <input type="checkbox"/> D2L Presentation             | 929 4915 2189 | May 7, 2020 09:31 AM  | 5 Files (400 MB)  | Share... | More ▾ |
| <input type="checkbox"/> Zoom Admin Group             | 941 1874 2830 | Apr 30, 2020 01:00 PM | 4 Files (669 MB)  | Share... | More ▾ |

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.

| <input type="checkbox"/> Topic           | ID            | Start Time            | File Size      |                                                              |
|------------------------------------------|---------------|-----------------------|----------------|--------------------------------------------------------------|
| <input type="checkbox"/> Class B - Intro | 955 9652 6064 | Apr 14, 2020 10:45 AM | 3 Files (4 MB) | <div>Share... More ▾<br/>Download (3 files)<br/>Delete</div> |

- 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 [Zoom support article](#).

| <input type="checkbox"/> Topic           | ID            | Start Time            | File Size      |                            |
|------------------------------------------|---------------|-----------------------|----------------|----------------------------|
| <input type="checkbox"/> Class B - Intro | 955 9652 6064 | Apr 14, 2020 10:45 AM | 3 Files (4 MB) | <div>Share... More ▾</div> |

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](#)

8. 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.