

How to Buy Extra Storage on Zoom for your Recorded Videos

Step 1: Sign in to Your Zoom Account

- Open your web browser and go to Zoom's official website.
- Click on the "Sign In" button at the top-right corner of the page.
- Enter your email and password, then click "Sign In."

Step 2: Navigate to the Billing Section

- Once you're signed in, hover over your profile picture at the top-right corner.
- From the dropdown menu, click on "Account Management."
- In the left-hand menu, select "Billing."

Step 3: Access Cloud Recording Options

- In the Billing section, find and click on the "Current Plans" tab.
- Scroll down to the "Add-Ons" section.
- Look for the "Cloud Recording" option, where you can see the storage capacity currently included in your plan.

Step 4: Purchase Additional Storage

- Click on the "Edit" button next to the "Cloud Recording" option.
- Choose the amount of additional storage you want to purchase from the available options.
- After selecting the desired storage capacity, click on "Save & Continue."

Step 5: Confirm Your Purchase

- Review the details of your additional storage purchase.
- Click on "Continue" to proceed to the payment page.
- Enter your payment details and confirm your purchase.

Step 6: Verify Your New Storage Capacity

- Once the transaction is complete, go back to the "Billing" section.
- Under "Current Plans," you should see the updated storage capacity for Cloud Recording.
- Your Zoom account now has additional storage for recorded videos.

Step 7: Manage Your Cloud Recordings

- To check your cloud storage usage, go to "Account Management" and then click on "Recording Management."
- Here, you can view, manage, and delete recordings to optimize your storage.