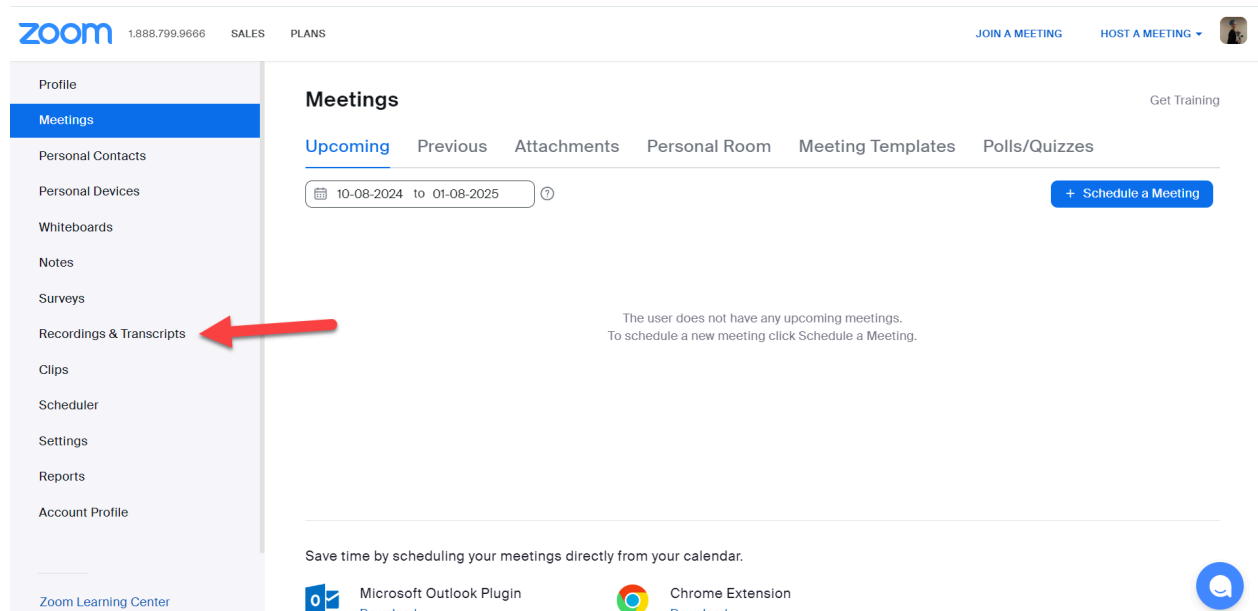


# Zoom to Panopto: Sharing your Videos

## Part 1: Download the Zoom Recording from the Cloud

Cloud recordings cannot be downloaded from the zoom desktop app and must be downloaded by going to the **Zoom website** (<https://zoom.us/signin>).

- After logging into Zoom, go to the tab labeled **“Recordings & Transcripts”** on the left-side bar.

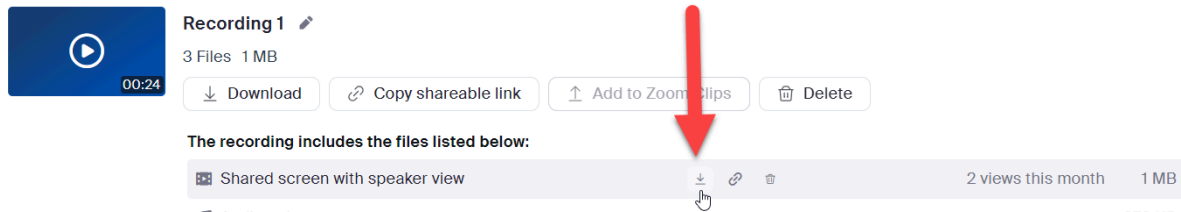


**Also note:** It may take a while for your recording to process depending on how long the recording is. Zoom will email you once your recording is processed. Until then, it will not show up in your account.

- Here you will find your recording. There are three files that are automatically saved here. 1) the video; 2) just the audio; 3) the typed transcript.

### Downloading only one file-

- If you only want to download one of these files, you must click on the **topic name** to view the details.
- Here you should see all three files listed under the video details. **Hovering your cursor** over each file will show three options to select from.



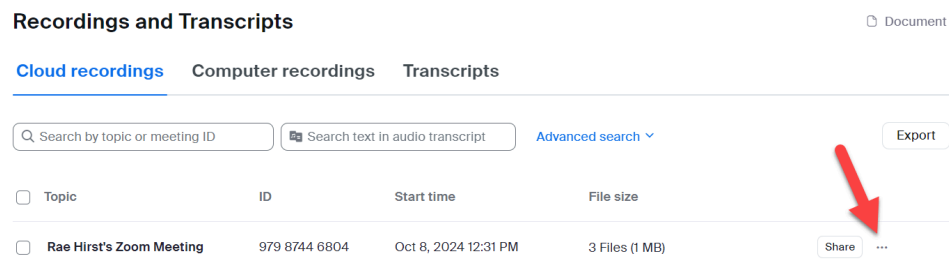
- Finally, select the **download** button next to the file you wish to download on its own.

### Downloading all 3 files-

There are two ways to download all three files.

#### ● Option 1

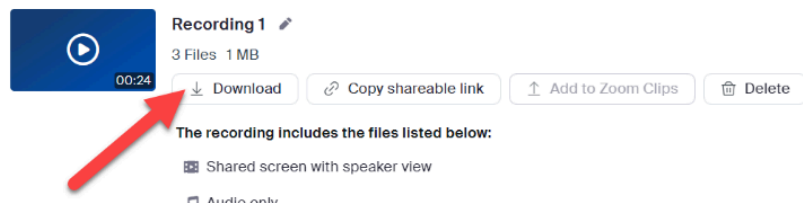
- Enter the **“Recordings & Transcripts”** tab and find your desired recording.
- Next, click the **three dots** to the right of the recording details.



- Finally, select **“Download (3 Files)”**

#### ● Option 2

- Enter the **“Recordings & Transcripts”** tab and find your desired recording.
- Click on the **topic name** to view the details
- Select the **“Download”** button under the recording’s name.



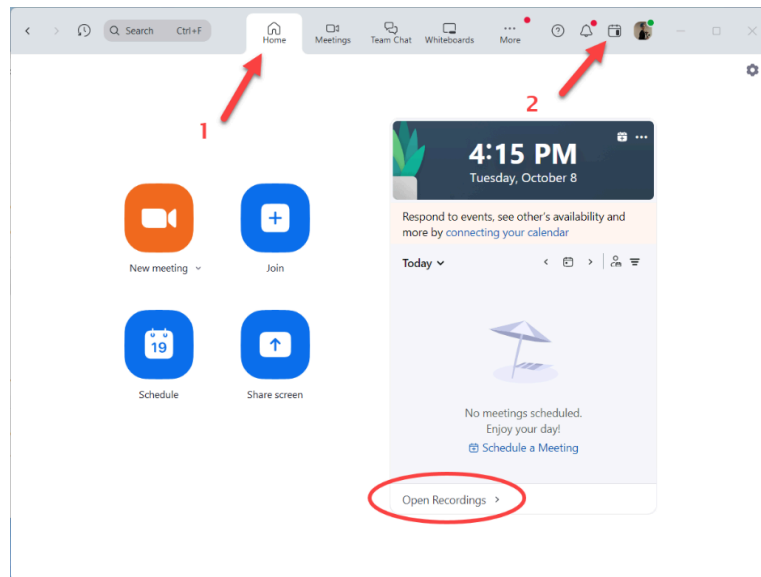
- Finally, confirm you want to download all three files separately in the pop-up window by selecting **“Download”** again.

## Part 2: Finding a Zoom Recording Saved Locally (To a Computer)

A recording saved locally directly to a computer can be found in three different places:

### 1. Zoom Desktop App:

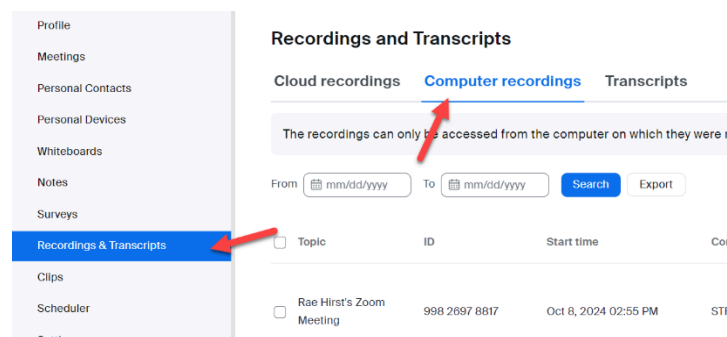
- Open the **Zoom app**
- Next you can either click the **Home** tab [1] or click the **Calendar icon** [2] from the top menu to view the calendar widget.
- Click **“Open Recordings”** on the bottom of the calendar.



- In the pop-up window, select **“Local Recordings”** to view your recordings that were saved to that computer.
- Find the recording you want and click **“Open”** to see the recording in your files folder
- The file location will also be displayed above the View button

### 2. Zoom Web Portal:

- After logging into the Zoom website, go to the tab labeled **“Recordings & Transcripts”** on the left-side bar.
- Then select **“Computer Recordings”** to see a list of your computer recordings



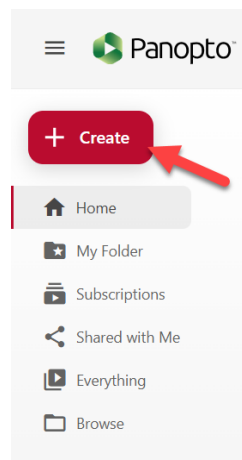
- Finally, select the square **checkbox** next to the video you want and then click the **“Export”** button next to the search feature.

### 3. Default Recording Folder:

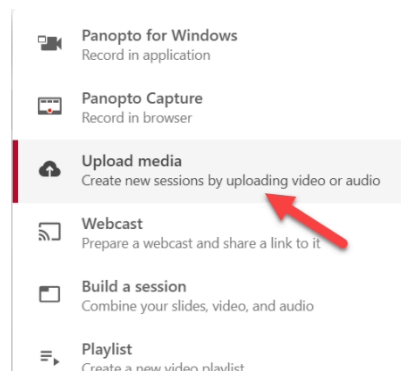
- The default location for Zoom recordings is in the **“Documents”** folder on your computer in a subfolder named **“Zoom”**
- The default location is:
  - Windows: C:\Users\[Username]\Documents\Zoom
  - Mac: /Users/[Username]/Documents/Zoom
  - Linux: home/[Username]/Documents/Zoom

## Part 3: Uploading to Panopto

- Click the red **“Create”** button on the left menu.



- Next, select **“Upload media”** from the pop-up menu.



- **Drag and drop** the recording file into the box, or **browse** for it in your computer’s files
- Wait for the recording to upload and process
- All of your videos can be found in the **“My Folder”** tab on the left menu