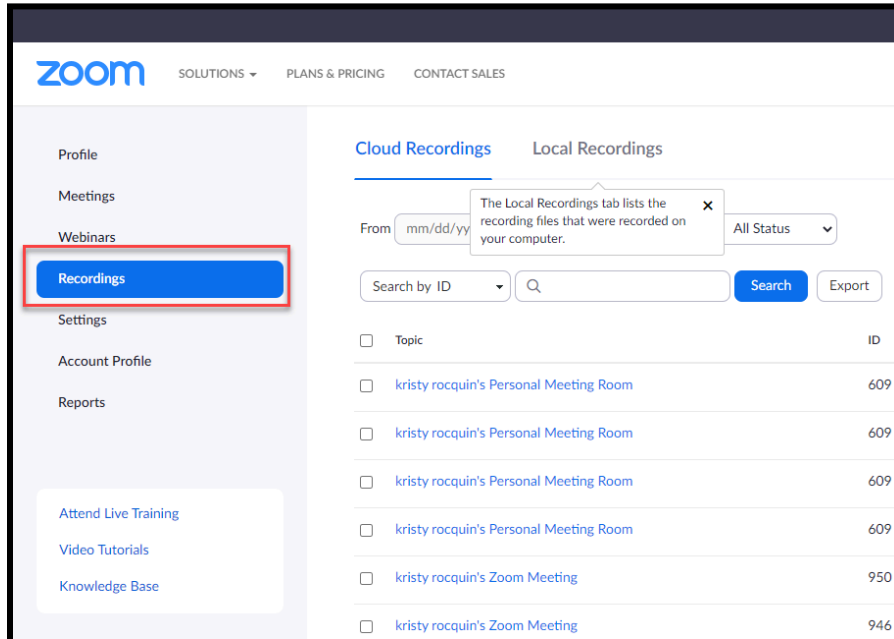


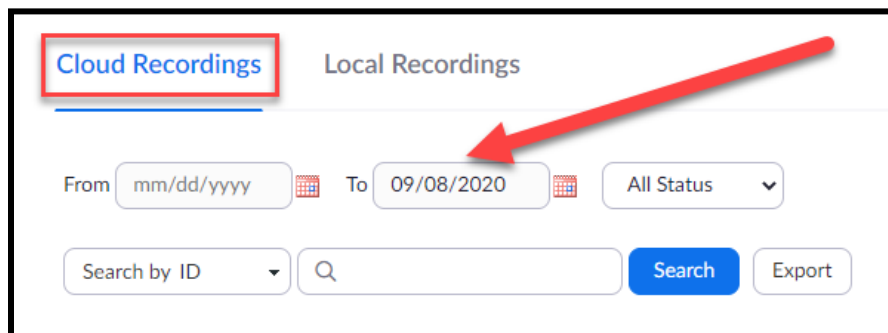
Managing Recordings in Zoom

Log into your Zoom account from the TPSS Teacher Resources page using your tangi credentials.

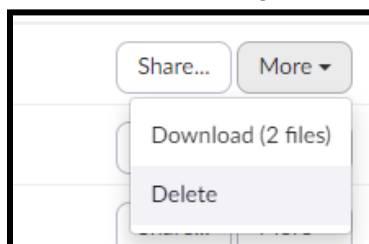
1. Click on the RECORDINGS tab.



2. **CLOUD RECORDINGS:** Find the cloud recording you wish to manage. You can use the search windows to search by date, ID, topic, or keyword.



Click the arrow of the MORE button to drop down a menu. From here, you can download the file to your computer (for editing), or delete the file.



3. **LOCAL RECORDINGS:** Under the LOCAL RECORDINGS tab, choose to open the file, or delete it.

