

DOWNLOADING A ZOOM RECORDING AND STORING IN ONEDRIVE

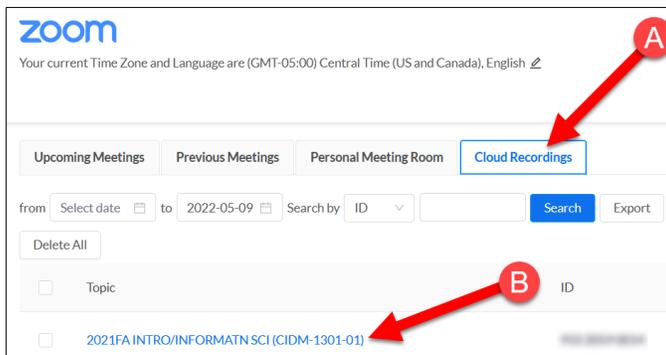
Classroom recordings in the Zoom Cloud will be available for 60 days before they are automatically deleted from the Zoom Cloud. This time frame is necessary for classes to be able to use the Zoom Cloud for class recordings throughout the semester.

If you need or would like to keep your class recording for longer than 60 days, please download the video from the Zoom Cloud before the 60-day expiration and store your video in your OneDrive account. You can also share your video link from your OneDrive account in a course in WTClass by following these steps:

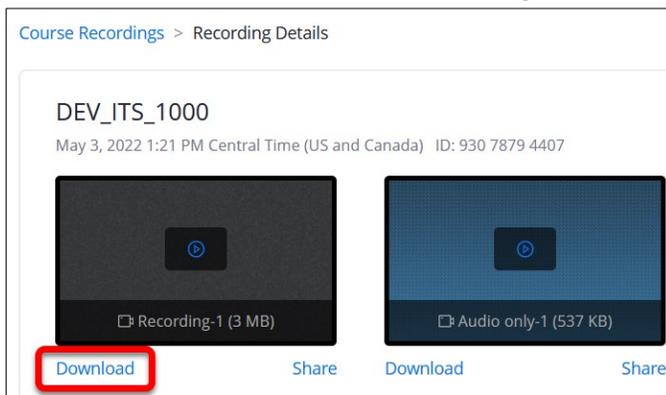
- Step 1: [Download Cloud Recording](#)
- Step 2: [Save Recording to OneDrive](#)
- Other: [Share Recording from OneDrive](#)

DOWNLOAD CLOUD RECORDING

1. Enter your **course**.
2. Click on the **Class Recordings** link created in your course menu.
3. Select the **Cloud Recordings** tab (A) and then select the **Topic** for the course date you want to view (B).



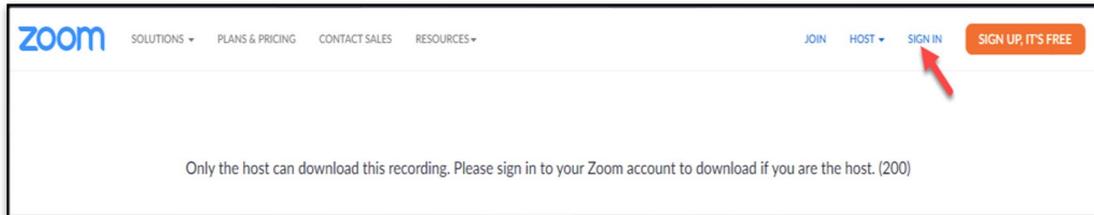
4. Click the **Download** link under the Recording thumbnail image.



5. Your saved video file should be saved and located in your **“Downloads”** folder.

NOTE:

1. If after you select “Download,” you get the following message, “Only the host can download this recording. Please sign in to your Zoom account to download if you are the host,” go to the top corner of the screen and choose “Sign In.” This will open up your Zoom account page, but you will not use the page at this point.

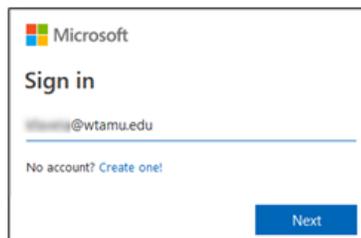


2. Once you have signed into Zoom, go back to the **Cloud Recordings** page, select the title of the recording that you want to download, and choose “Download.” Your video file should be saved and located in your **“Downloads”** folder.

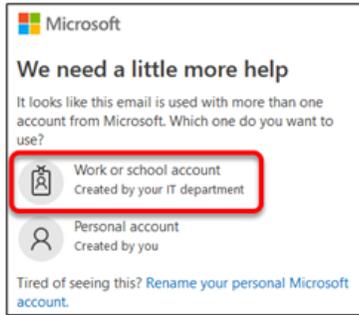
SAVE RECORDING TO YOUR ONEDRIVE ACCOUNT

While you can save this file to any location you desire, the Academic Technology department recommends that you save this file to your OneDrive account to be able to access your file from any location, not just on campus or at your computer.

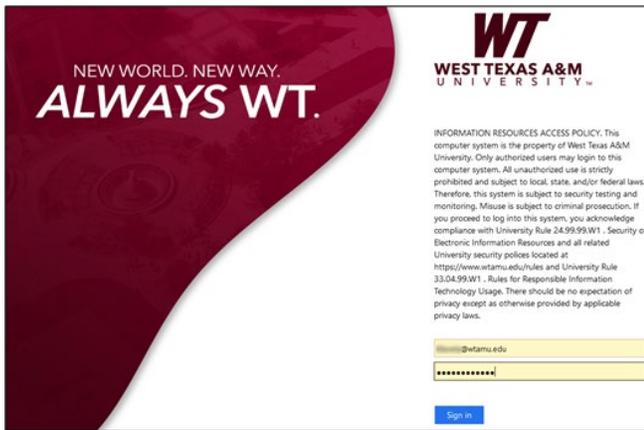
1. In your preferred browser, go to <https://onedrive.live.com>.
2. Click on the “Sign In” button in the top right of the screen.
3. Enter your full WT Email address in the Sign in box.



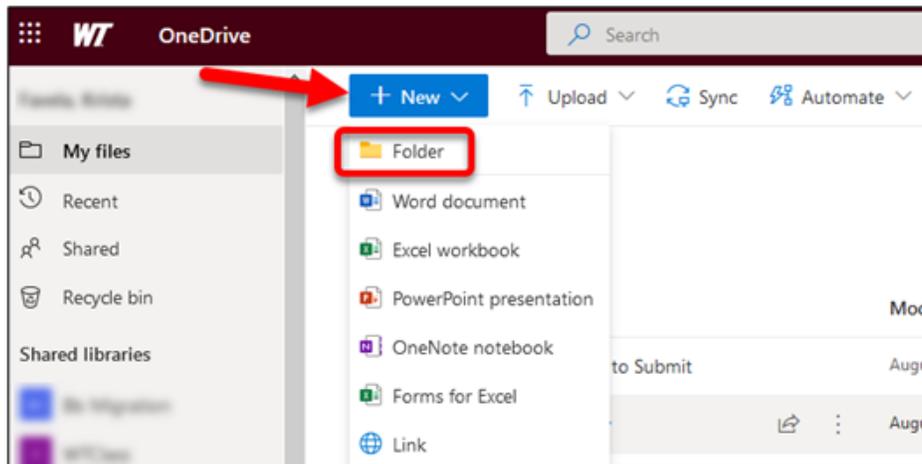
4. Select the option for “Work or School account created by your IT department.” If requested a second time, select “Work or School account created by your IT department” again.



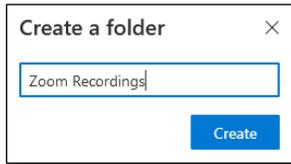
5. Enter your full WT email address and Single Sign On password.



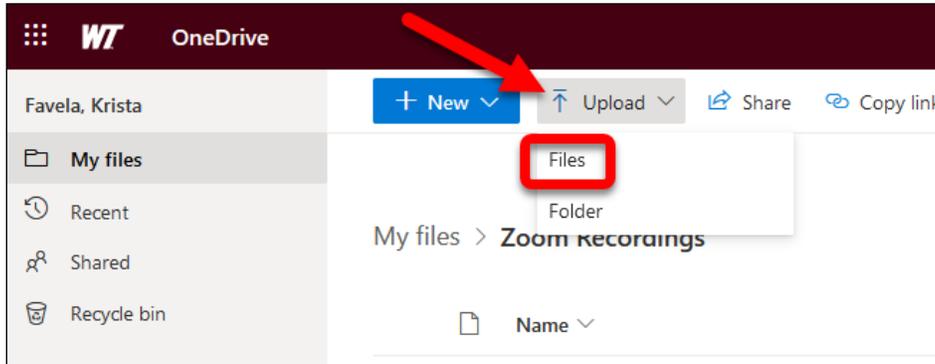
6. Once inside the web version of OneDrive, it is recommended that you create a folder to save all Zoom recording files in. Select the “+ New” button and then select “Folder.”



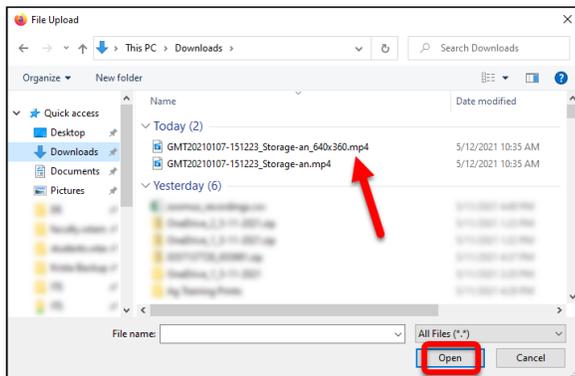
7. Enter a title for the folder, and click “Create.”



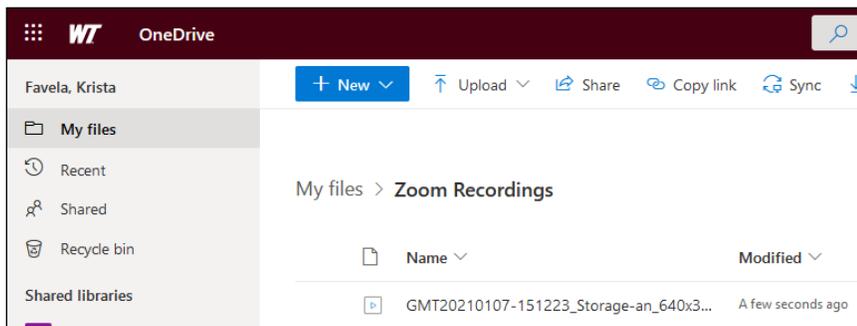
8. Click on the title of the folder you previously created.
9. Select the “Upload” button and choose the “Files” option.



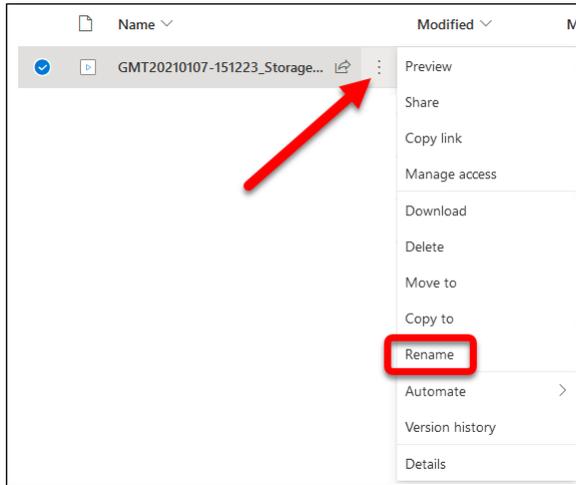
10. Select the Zoom recording File that includes number (the size of the recorded screen) and then select “Open.” Most often these files can be found in the Downloads folder.



11. Your Export file will appear in your OneDrive

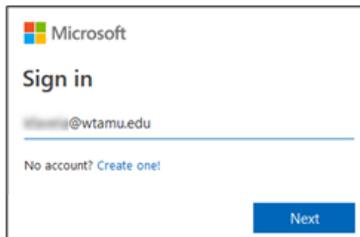


12. You can rename the file to something more distinguishable by clicking on the three dots that appear when moving your mouse over the file, and selecting “Rename.”

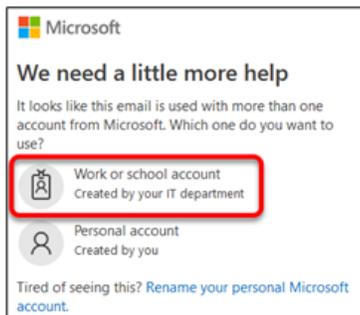


SHARE YOUR ONEDRIVE ZOOM RECORDING

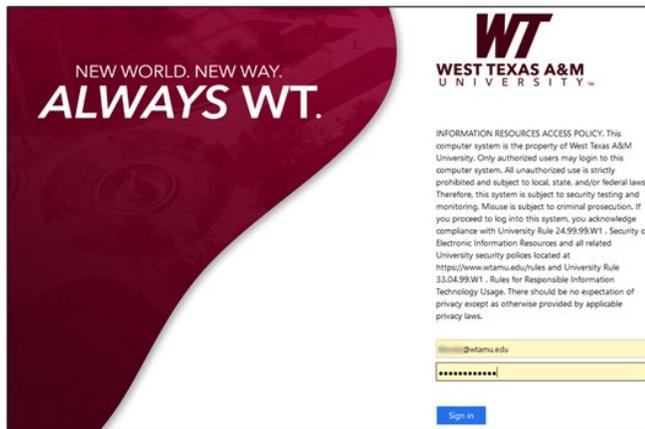
1. In your preferred browser, go to <https://onedrive.live.com>.
2. Click on the “Sign In” button.
3. Enter your full WT Email address in the Sign in box.



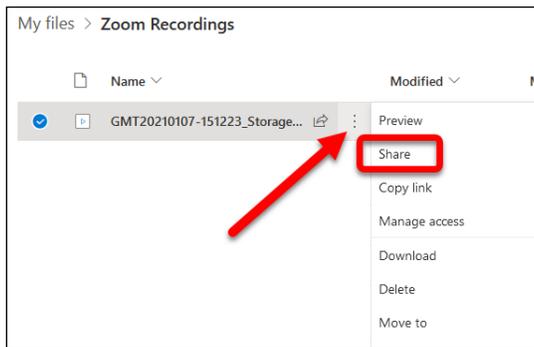
4. Select the option “Work or School account created by your IT department.” If requested a second time, select “Work or School account created by your IT department” again.



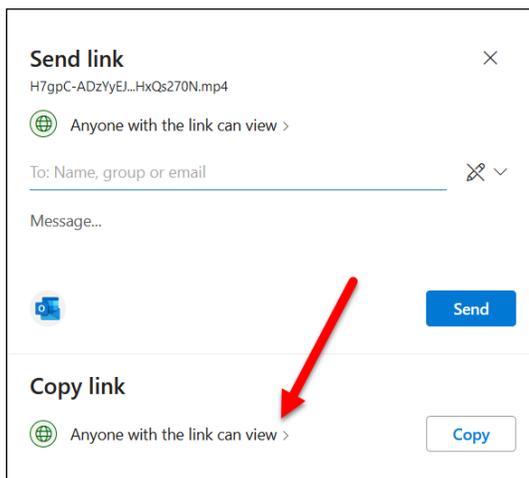
5. Enter your full WT email address and Single Sign On password.



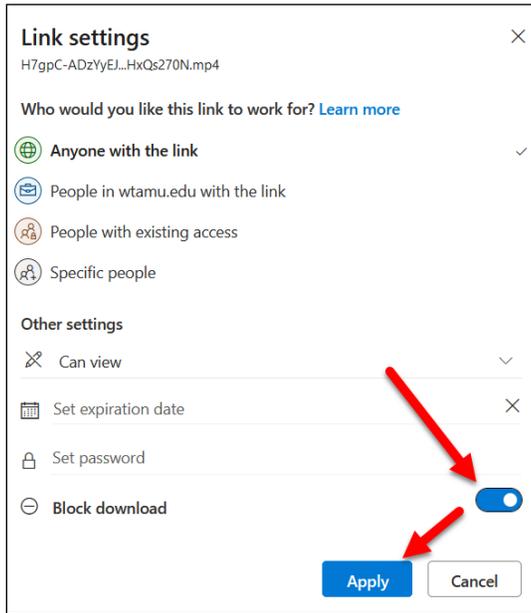
6. Click on the three dots that appear when moving your mouse over the file, and select "Share."



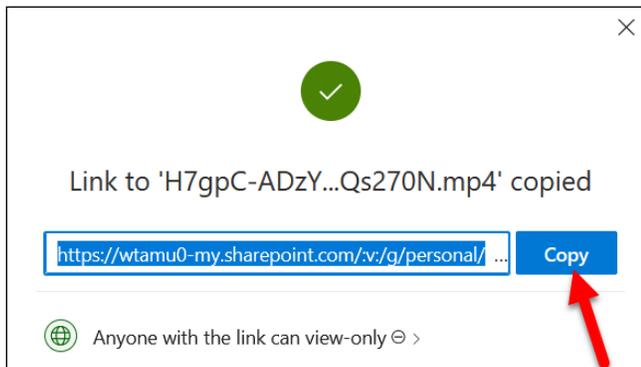
7. Select the "Anyone with the link can view" link.



8. Switch the setting for “**Block download**” and then select the “**Apply**” button.



9. Select the “**Copy**” button.



10. **Open your WTClass Course.**
11. In your content area, click “**Build Content**”.
12. From the drop-down content menu, click “**Web Link**”.
13. Create a title for you video and **paste the OneDrive link** into the URL box.
14. Click “**Submit**”.
15. Paste this link in an email and send to all users who need to view the recording.

For greater control over who specifically has access to the video and how much access they have, please visit [Microsoft's Share OneDrive files and folders](#) page.