

DOWNLOADING A ZOOM RECORDING AND STORING IN ONEDRIVE

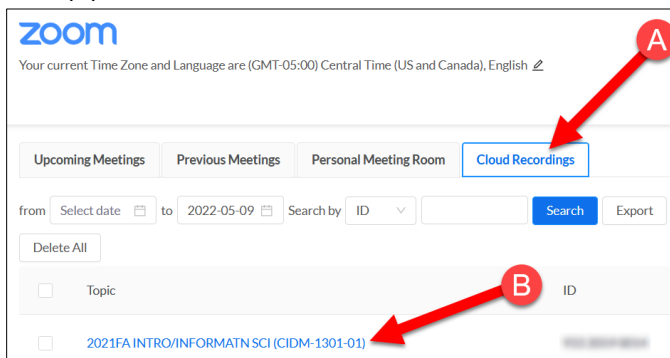
Classroom recordings in the Zoom Cloud will be available for 30 days before they are automatically deleted from the Zoom Cloud. This time frame is necessary for classes to be able to use the Zoom Cloud for class recordings throughout the semester.

If you need or would like to keep your class recording for longer than 30 days, please download the video from the Zoom Cloud before the 30 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.

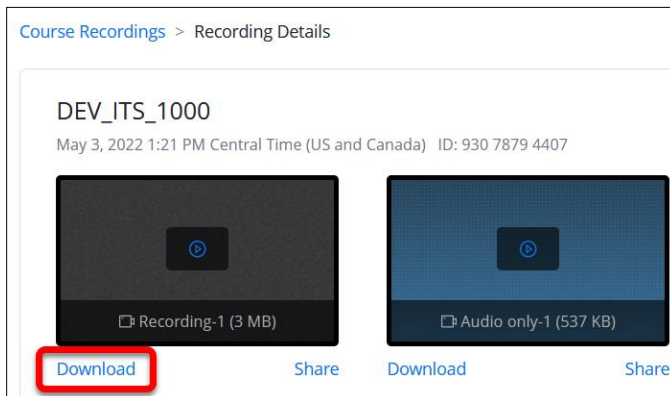
- Step 1: [Download Cloud Recording](#)
- Step 2: [Save Recording to OneDrive](#)
- Other: [Share Recordings from OneDrive](#)

STEP 1: 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.

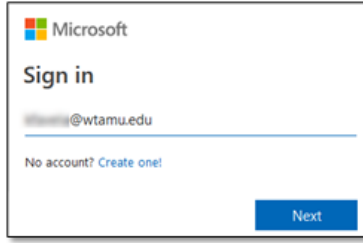


5. Your saved video file should be saved and located in your **“Downloads”** folder.

STEP 2: SAVE RECORDING VIDEO TO YOUR ONEDRIVE ACCOUNT

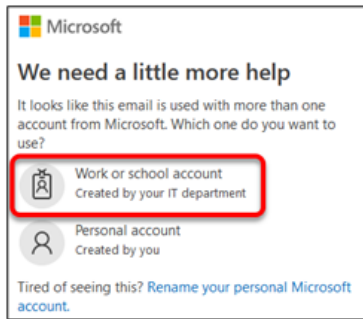
While you can save this file to any location you desire, the Academic Technology department recommends that you save this file to your OneDrive account to be able to access your file from any location, not just on campus or at your computer.

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



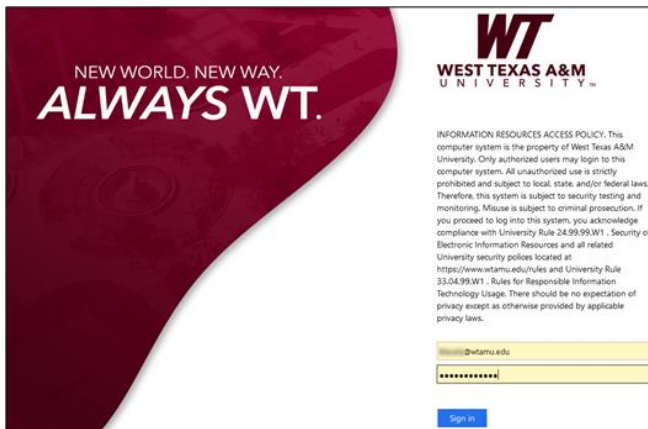
The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. There is a text input field containing an email address ending in "@wtamu.edu". Below the input field, there is a link that says "No account? Create one!". At the bottom right, there is a blue button labeled "Next".

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.



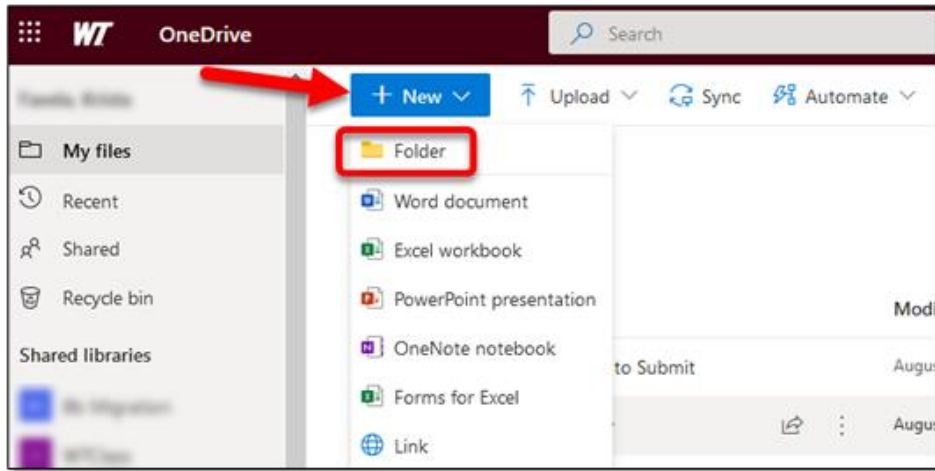
The image shows a Microsoft account selection screen. At the top left is the Microsoft logo. Below it, the text "We need a little more help" is displayed. Underneath, it says "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two radio button options: "Work or school account Created by your IT department" (which is highlighted with a red box) and "Personal account Created by you". At the bottom, there is a link that says "Tired of seeing this? Rename your personal Microsoft account."

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

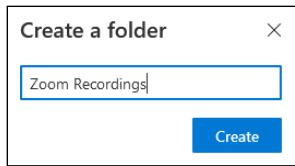


The image shows the West Texas A&M University login screen. On the left, there is a maroon banner with the text "NEW WORLD. NEW WAY. ALWAYS WT." and the university logo. On the right, there is a white box containing the university logo and name "WEST TEXAS A&M UNIVERSITY". Below the logo, there is a section titled "INFORMATION RESOURCES ACCESS POLICY" with a small text block. At the bottom, there is a text input field for an email address ending in "@wtamu.edu" and a password input field with masked characters. A blue "Sign In" button is located at the bottom right.

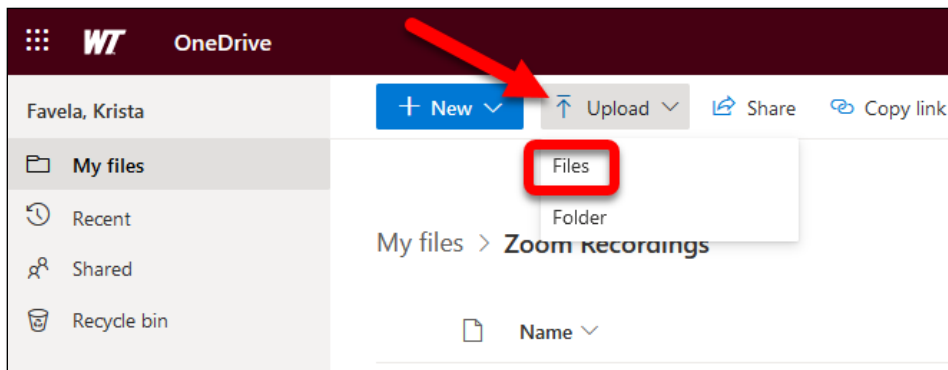
6. Once inside the web version of OneDrive, it is recommended that you create a folder to save all Zoom recording files in. Select the “+ New” button and then select “Folder.”



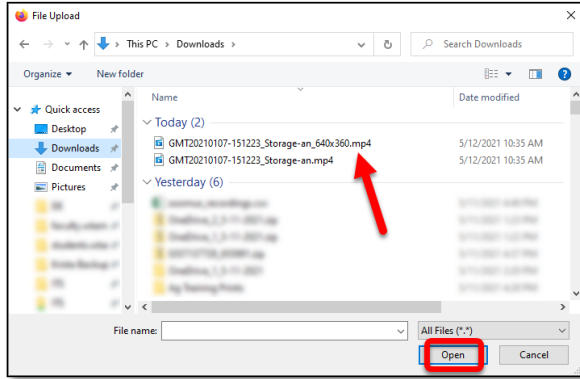
7. Enter a title for the folder, and click “Create.”



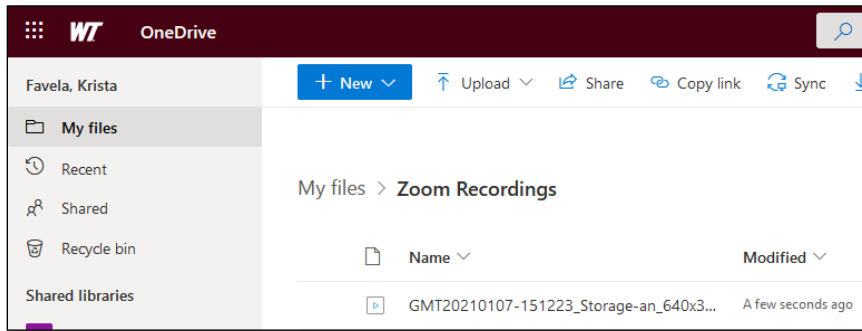
8. Click on the title of the folder you previously created.
9. Select the “Upload” button and choose the “Files” option.



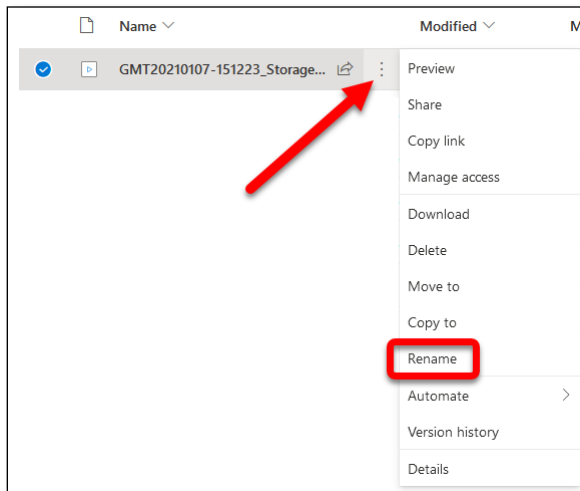
10. Select the Zoom recording File that includes number (the size of the recorded screen) and then select “Open.” Most often these files can be found in the Downloads folder.



11. Your Export file will appear in your OneDrive



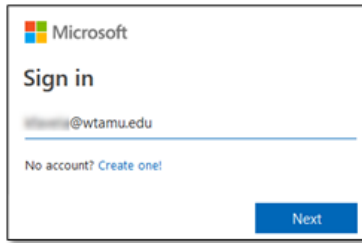
12. You can rename the file to something more distinguishable by clicking on the three dots that appear when moving your mouse over the file, and selecting “Rename.”



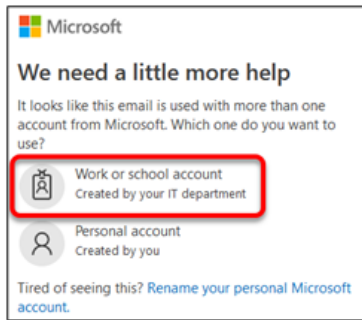
SHARE YOUR ONEDRIVE ZOOM RECORDING

1. In your preferred browser, go to <https://onedrive.live.com>.
2. Click on the “Sign In” button.

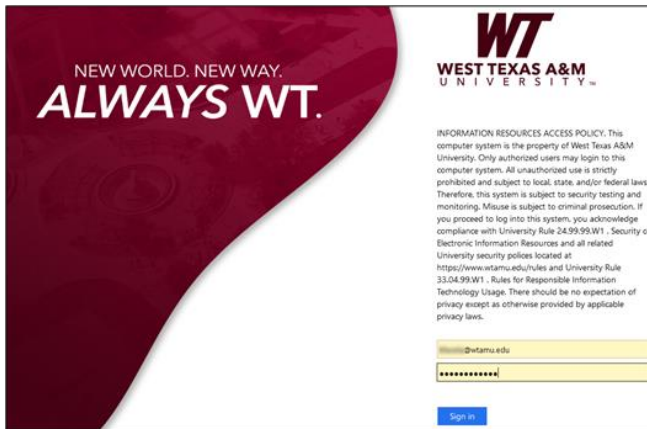
3. Enter your full WT Email address in the Sign in box.



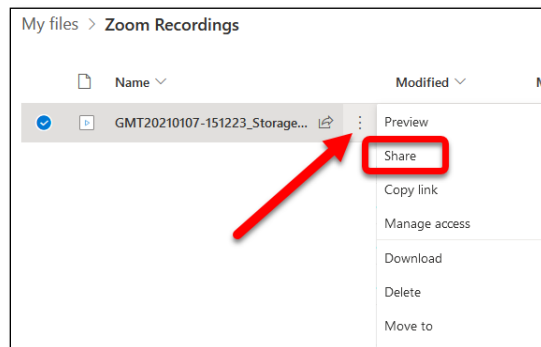
4. Select the option for “Work or School account created by your IT department.” If requested a second time, select “Work or School account created by your IT department” again.



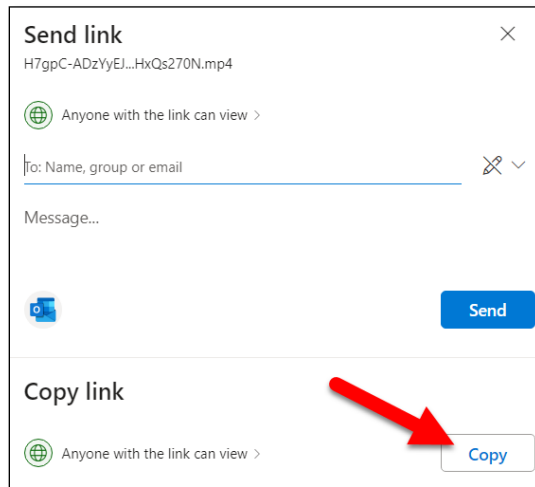
5. Enter your full WT email address and Single Sign On password.



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



7. Select the **“Copy”** button.



8. 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.