

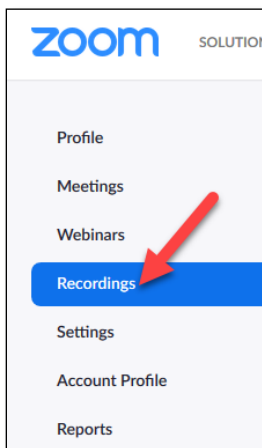
DOWNLOADING A ZOOM RECORDING AND STORING IN ONEDRIVE

When recording a Zoom meeting, we ask that faculty and staff to NOT leave the recording saved to the cloud.

- Step 1: [Download Cloud Recording](#)
- Step 2: [Remove/Delete Zoom Recording](#)
- Step 3: [Save Recording to OneDrive](#)
- Other: [Share Recordings from OneDrive](#)

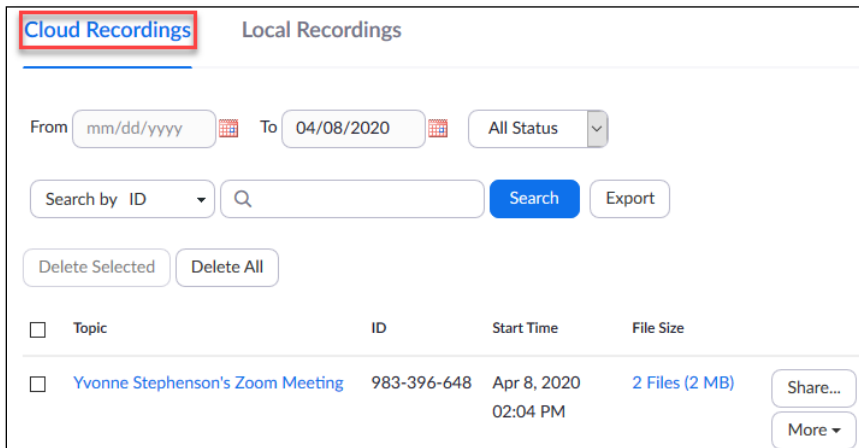
STEP 1: DOWNLOAD CLOUD RECORDING:

1. Sign in to the Zoom portal website at <https://wtamu.zoom.us> using your Single Sign On credentials.
2. Click “**Recordings**” from the navigation menu on the left.

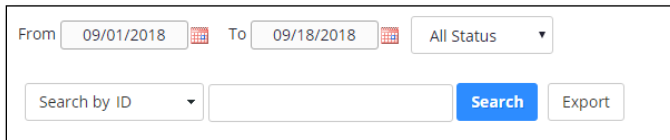


3. Under “**Cloud Recordings**,” you will see a list of cloud recordings that you started.
Note: If your meeting has not finished converting, the recording will show in the list with a Processing Recording label. Once the recording has finished converting, you will be able to view,

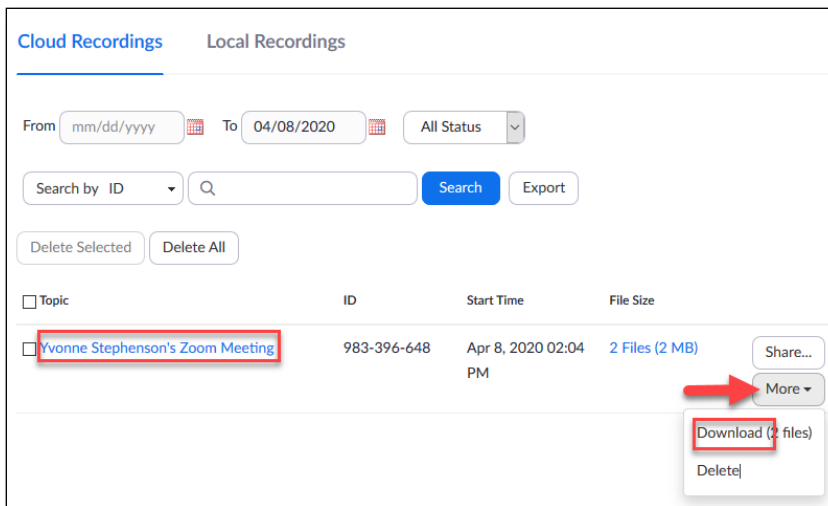
share, download or delete your cloud recording.



Alternatively, you can adjust the date range and status, then search by host, meeting ID, topic, or keyword to find your recorded meetings.



4. Click the **"More"** beside the meeting link you want to download and select **"Download."**

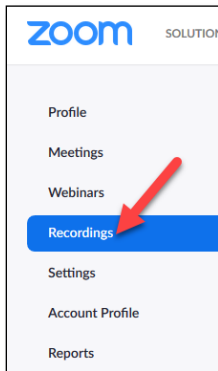


5. Select **"Save File."**
6. Your saved video file should now be located in your **"Downloads"** folder.

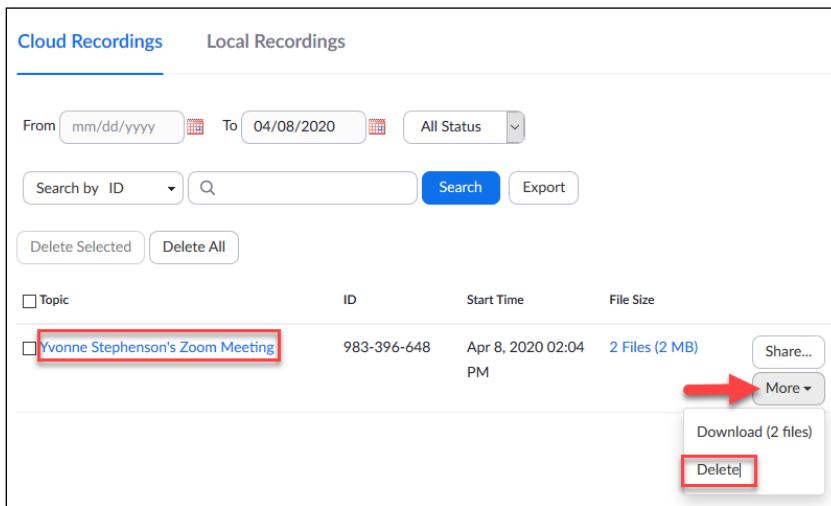
STEP 2: REMOVE/DELETE YOUR ZOOM RECORDINGS

After you have downloaded your Zoom recording, please delete the recording from your Recorded Meetings in Zoom to help conserve storage space in Zoom. To delete a Zoom Recording:

1. Sign in to the Zoom portal website at <https://wtamu.zoom.us> using your Single Sign On credentials.
2. Click **“Recordings”** from the navigation menu on the left.



3. Under **“Cloud Recordings,”** click **“More”** beside the meeting link you want to delete and select **“Delete”** to delete your recording.

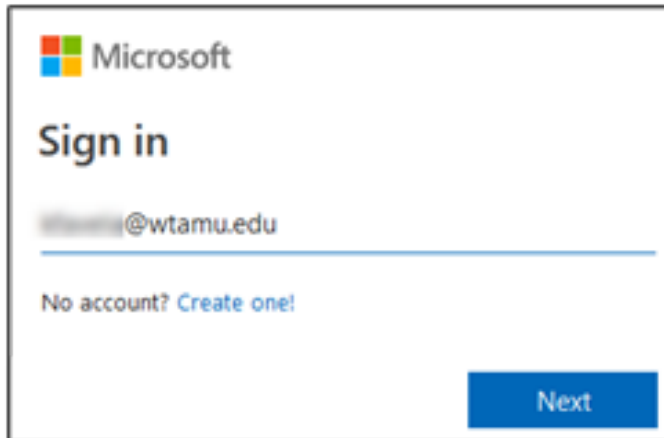


STEP 3: SAVE RECORDING VIDEO TO YOUR ONEDRIVE ACCOUNT

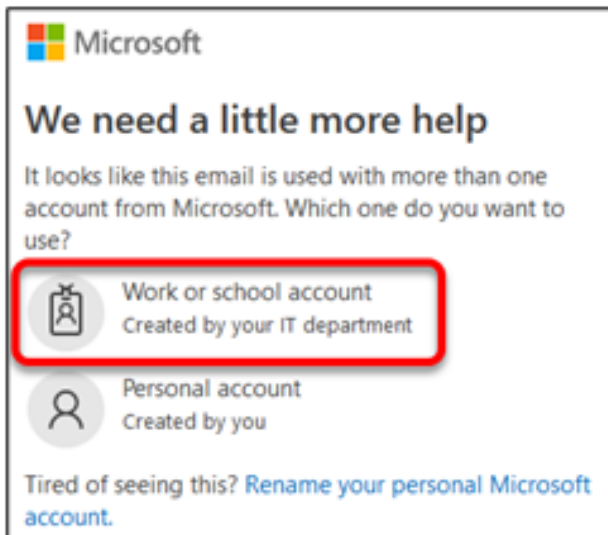
While you can save this file to any location you desire, the Academic Technology department recommends that you save this file to your OneDrive account to be able to access your file from any location, not just on campus or at your computer.

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

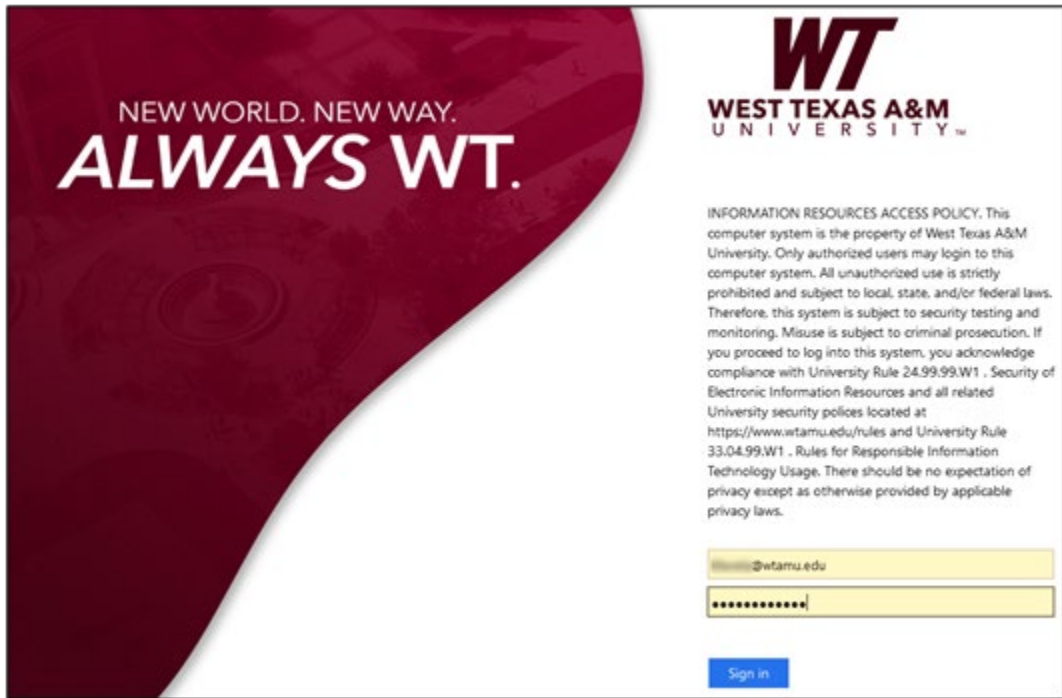
3. Enter your full WT Email address in the Sign in box.



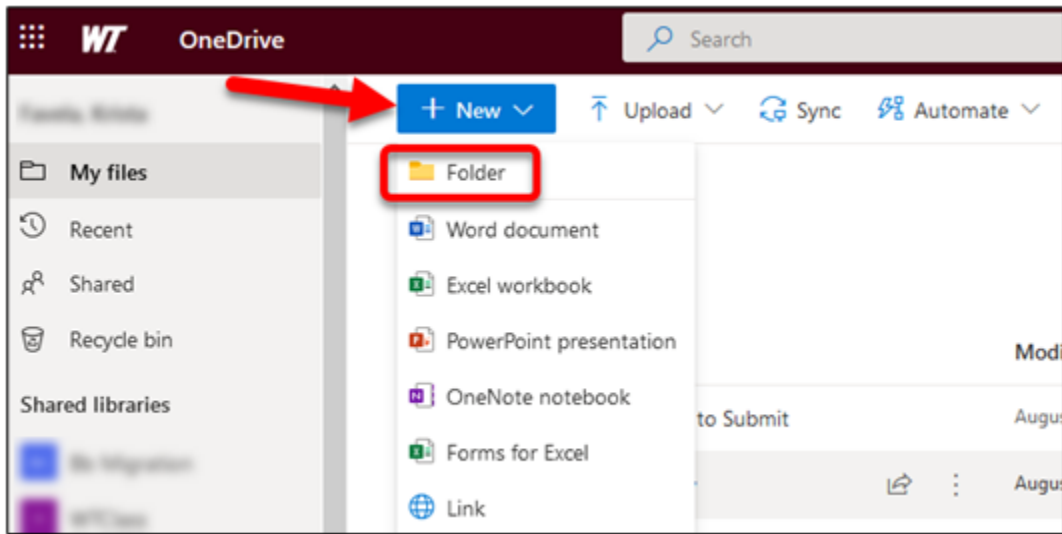
4. Select the option for “**Work or School account created by your IT department.**” If requested a second time, select “**Work or School account created by your IT department**” again.



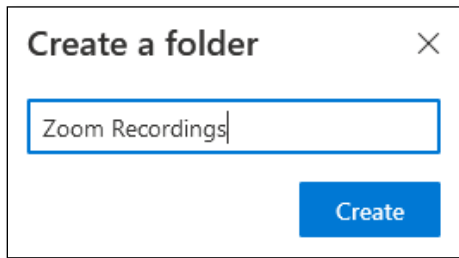
5. Enter your full WT email address and Single Sign On password.



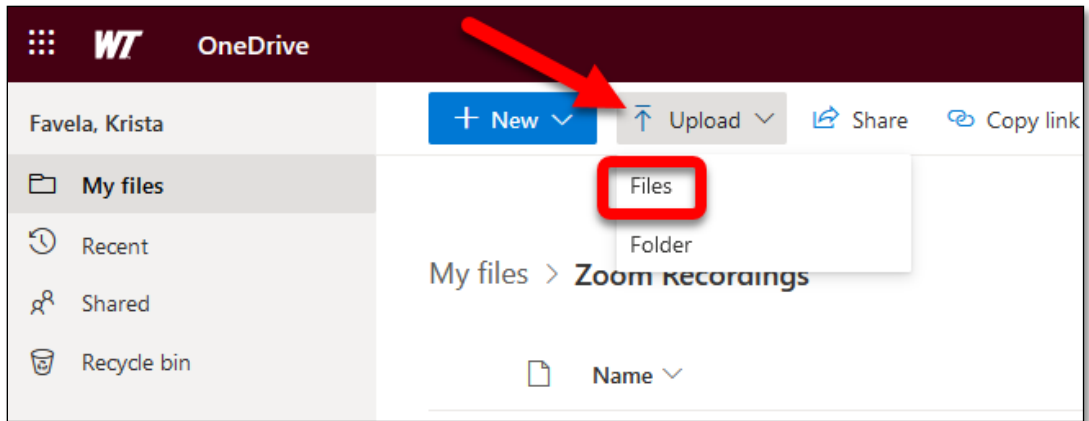
6. Once inside the web version of OneDrive, it is recommended that you create a folder to save all Zoom recording files in. Select the "+ New" button and then select "Folder."



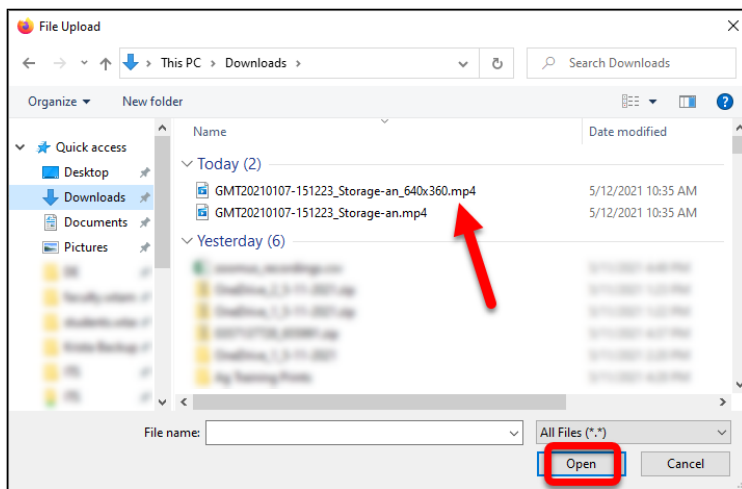
7. Enter a title for the folder, and click **“Create.”**



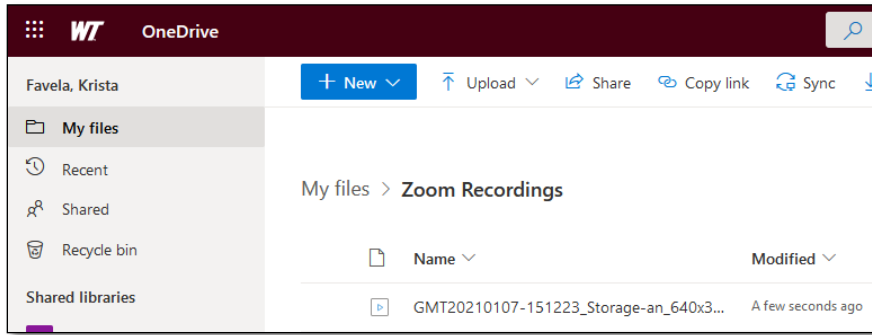
8. Select the **“Upload”** button and choose the **“Files”** option.



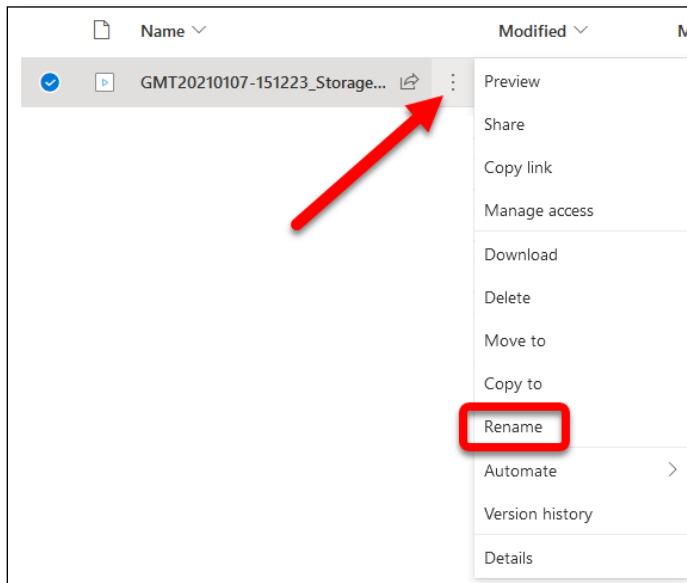
9. Select the Zoom recording File that includes number (the size of the recorded screen) and then select **“Open.”** Most often these files can be found in the Downloads folder.



10. Your Export file will appear in your OneDrive

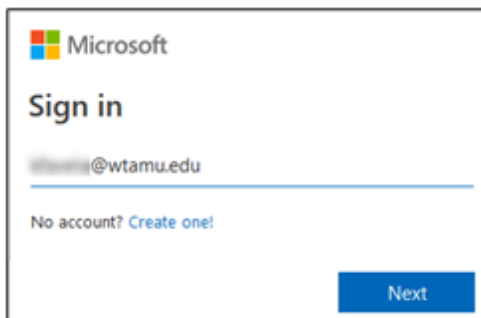


11. You can rename the file to something more distinguishable by clicking on the three dots that appear when moving your mouse over the file, and selecting “Rename.”

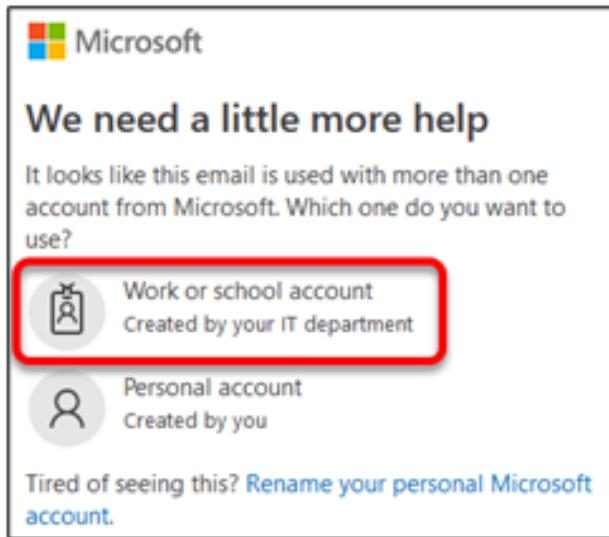


SHARE YOUR ONEDRIVE ZOOM RECORDING

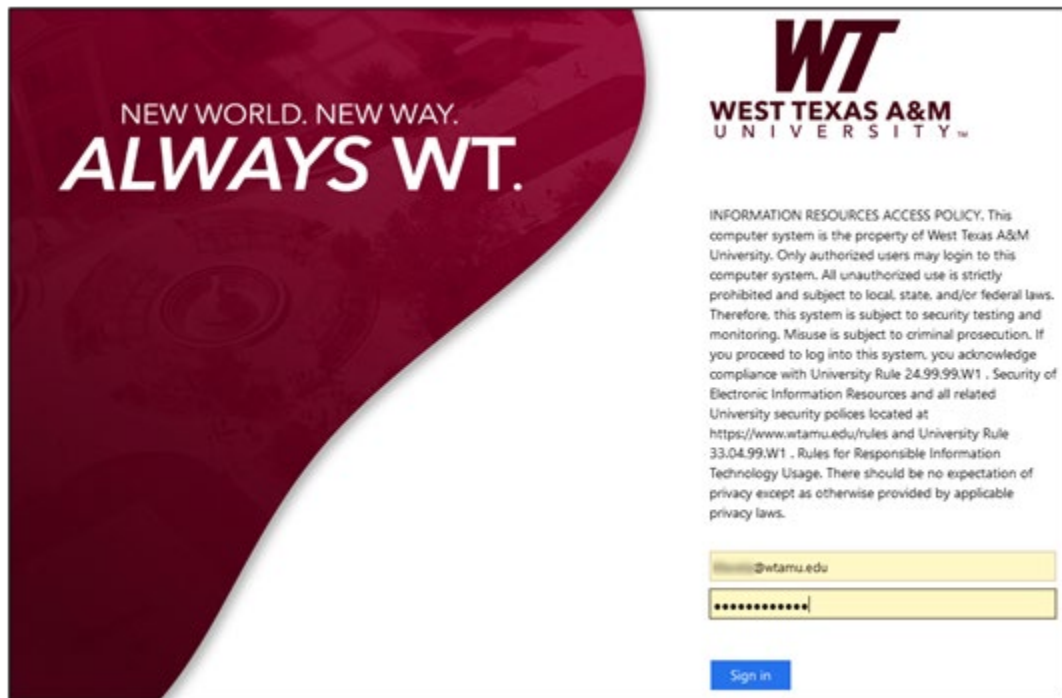
1. In your preferred browser, go to <https://onedrive.live.com>.
2. Click on the “Sign In” button.
3. Enter your full WT Email address in the Sign in box.



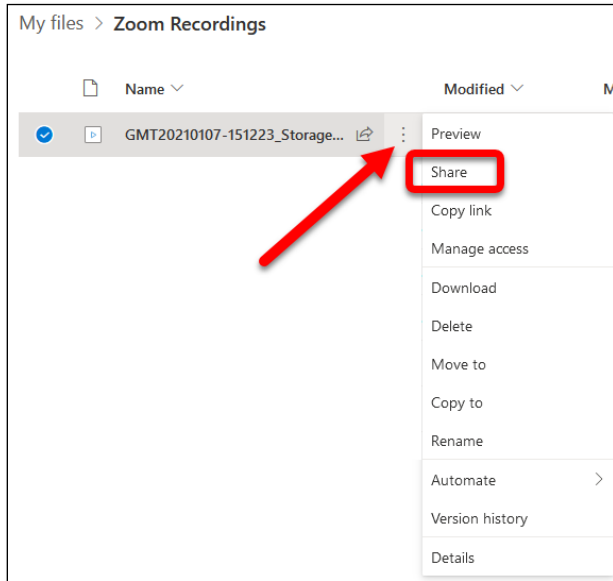
4. Select the option for **“Work or School account created by your IT department.”** If requested a second time, select **“Work or School account created by your IT department”** again.



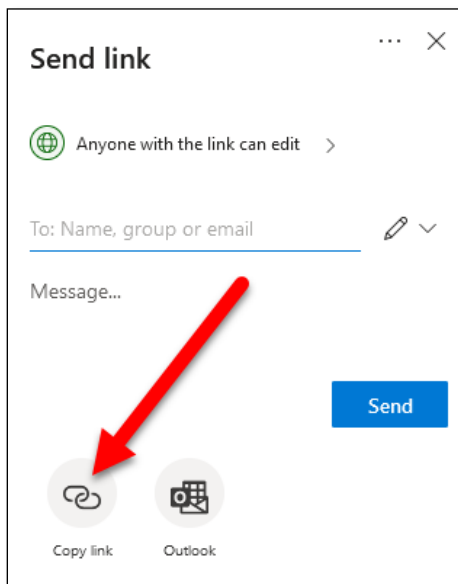
5. Enter your full WT email address and Single Sign On password.



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



7. Select the “Copy link” 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.