

Downloading a Zoom Cloud Recording

1. **Sign in to Zoom Account:**
 - Open a web browser and go to the [Zoom website](#).
 - Sign in to your Zoom account using your District credentials.
2. **Access Cloud Recordings:**
 - In the left sidebar, click on "**Recordings & Transcripts**". This will take you to your list of cloud recordings.
3. **Select the Recording:**
 - You will see a list of your past meetings and their recordings. Click on the "**Cloud Recordings**" tab if it's not already selected.
 - Find the meeting recording you wish to download, and click on the title or the meeting ID to open the recording details.
4. **Download the Recording:**
 - Inside the recording details page, you'll see options for different files like audio, video, and chat (if applicable).
 - Hover your cursor over the desired file, and find the download logo that appears. Click it.

Note: Depending on your account settings, the download might start automatically or prompt you to save the file.

Uploading the Zoom Cloud Recording to Google Drive

1. **Sign in to Google Drive:**
 - Open a web browser and go to [Google Drive](#).
 - Sign in with your Google account; all SRJC employees should be able to access their drive with their District credentials.
2. **Create a Folder (Optional but Recommended):**
 - On the left sidebar, click on "**My Drive**".
 - Right-click and select "**New Folder**" to create a folder where you can store your Zoom recordings.
 - Name the folder and click "**Create**".
3. **Upload the Zoom Recording:**
 - Go to the folder where you want to store the recording or stay in "**My Drive**".
 - Click the "**+ New**" button on the left-hand side.
 - From the drop-down menu, select "**File upload**".
 - In the file picker, locate the downloaded Zoom recording (usually in your computer's Downloads folder) and click **Open**.
 - Wait for the upload to complete.
4. **Verify Upload:**
 - Once the upload finishes, you should see the Zoom recording file in the folder or your main Google Drive.
 - You can right-click on the file and select "**Get link**" to share it or manage permissions.