Download and Save Your Zoom Cloud Recordings

Zoom Cloud storage is intended as a **short-term resource** for *current* video content, not a permanent archive for recordings. This step-by-step guide describes best practices for managing and archiving your Zoom recordings. You will follow 3 simple steps:
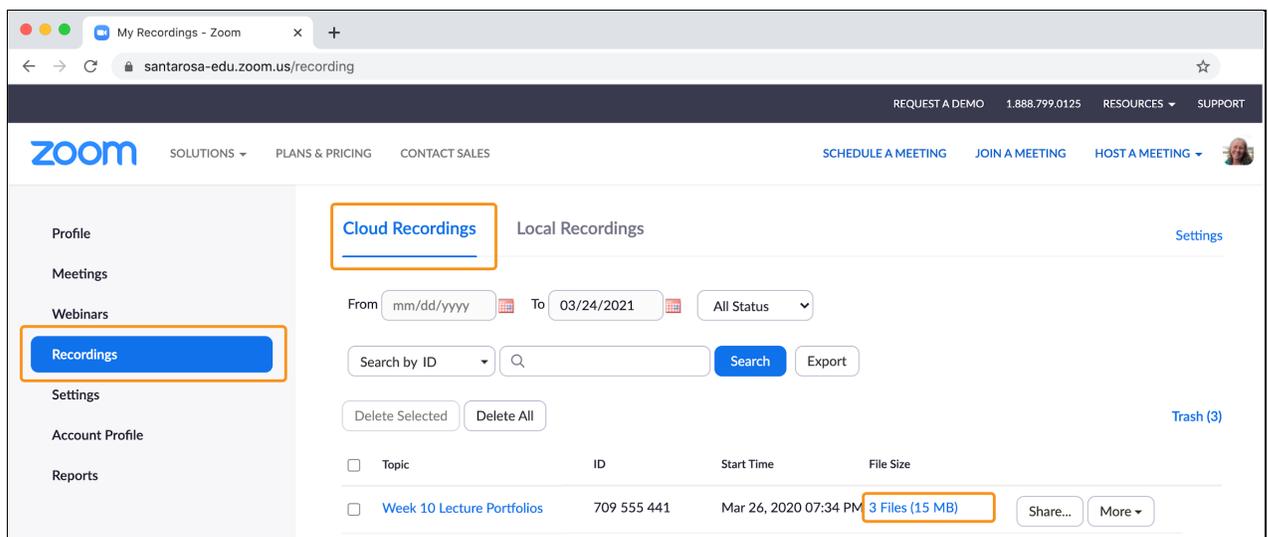
1. **DOWNLOAD** the Zoom cloud recordings to your computer
2. **DELETE** them from your Zoom account
3. **DECIDE** where to archive them

#1: **Downloading** Your Zoom Cloud Recordings

Follow these steps to download course meeting recordings from your Zoom cloud account.
Note: Depending on the length of recording and your Internet service, downloads may take a significant amount of time to complete.
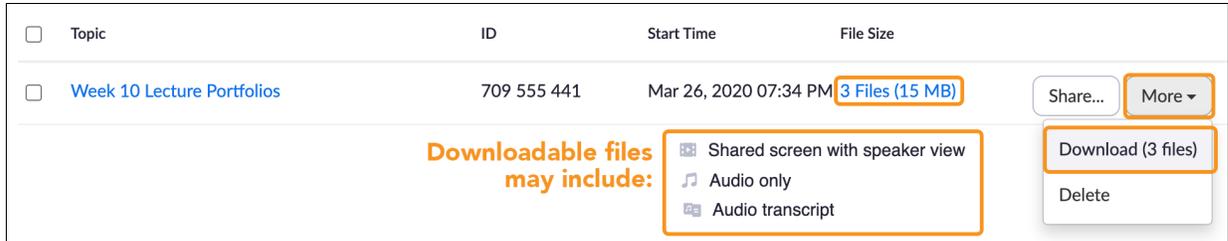
1. Sign into your SRJC Zoom account: santarosa-edu.zoom.us
2. In the left sidebar, click **Recordings** and then click on the **Cloud Recordings** tab.

3. Review the list of recorded meetings and identify the one you want to download.
4. Check the **File Size** and the **number of files** associated with the recording before you begin the download. Make sure you have **adequate storage** on your computer or backup drive to accommodate large video files! You may see 3 or more files associated with the meeting recording: the video recording, an audio file, and possibly a transcript file.

5. To the right of the recording you want to download, click on the **More** button to view the dropdown menu options.
6. Select the **Download** option. The menu will indicate how many files will be downloaded. The video, audio file (m4a) and transcript file will be downloaded as separate files.
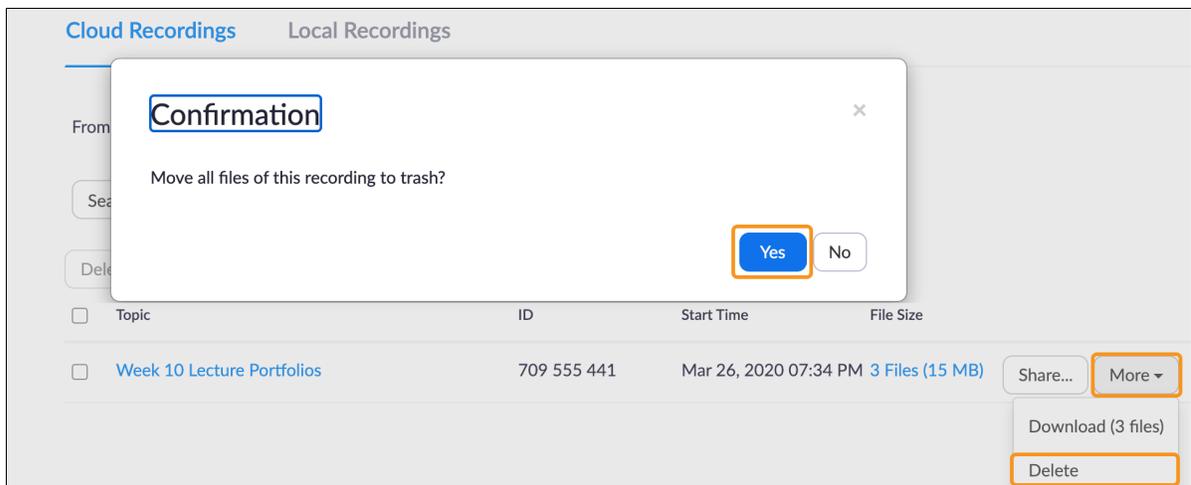
	Topic	ID	Start Time	File Size		
☐	Week 10 Lecture Portfolios	709 555 441	Mar 26, 2020 07:34 PM	3 Files (15 MB)	Share...	More ▾

Downloadable files may include:
- Shared screen with speaker view
- Audio only
- Audio transcript

Download (3 files)
Delete

7. After you click **Download**, the files will either download to your default download folder or you will navigate to the drive/folder where you plan to save the downloaded video. Before deleting the video files, be sure to verify that the videos downloaded successfully (**by opening the files and performing a quick playback test**).

#2: **Deleting** Your Zoom Cloud Recordings

After you have downloaded the videos from your Zoom cloud account, you need to delete them from Zoom.

1. Locate the recording you want to delete in the **Cloud Recordings** list in your account.
2. To the right of the recording, click on the **More** button to view the dropdown menu options. Select the **Delete** option.
3. Click **Yes** to confirm the deletion. Your video recording will be moved to **Trash**.

Cloud Recordings   Local Recordings

From

Confirmation   ✕

Move all files of this recording to trash?

Yes   No

	Topic	ID	Start Time	File Size		
☐	Week 10 Lecture Portfolios	709 555 441	Mar 26, 2020 07:34 PM	3 Files (15 MB)	Share...	More ▾

Download (3 files)
Delete

4. You can click on the word **Trash** to view deleted recordings. You will be able to recover any deleted files from the Zoom Trash folder for 30 days.

#3: **Deciding** Where to Archive Your Zoom Cloud Recordings

Once you have successfully downloaded and saved your videos onto your computer or backup drive, you can then decide where best to store them. Your decision may depend on:

1. **How you intend to use the videos.** Do you want to archive them or actively use them in courses?
2. **How large the video files are.** Online storage resources often limit both individual file upload size and total storage allocation.

More detailed information on transferring video files from your computer to other storage locations will be provided in a separate guide.

Important Reminders

- Review the [Santa Rosa Junior College FERPA Guidelines](#) for further information regarding videos and student privacy.
- Once recordings are deleted from your Zoom Cloud, any links to those recordings used within your course content will no longer work. You will need to replace those links if you still need to continue to share that content.
- For technical support with accessing or downloading cloud recordings from your Zoom profile, Media Services is available weekdays until 7pm at (707) 527-4771.