

Accessing Your Zoom Recordings

- Sign into your account on the [TechConnect Zoom Website Portal](#).
- The **Zoom Portal** opens (See Figure 1).
 - Use the dashboard on the left to select **<Recordings>** (1) under the **PERSONAL** heading.

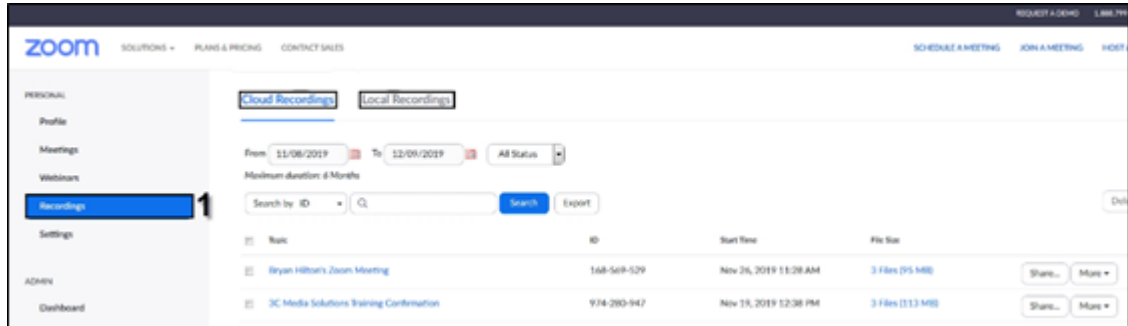


Figure 1-Zoom Portal Recordings Tab

Downloading Your Zoom Content from the Cloud (See Figure 2)

- Select the **<Cloud Recordings>** (1) tab if that window is not already open.
- Select the **<More>** (2) button to the right of the Recording you wish to download and select **Download (3 files)** (3) (number of files may vary).

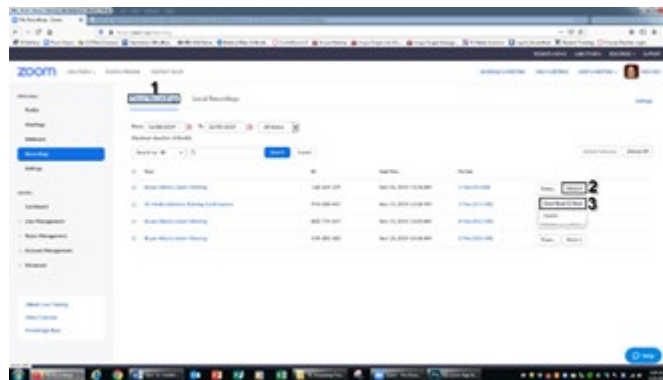


Figure 2-Zoom Portal-Recording Tab-Cloud Recordings Tab

- **Note:** The download process will be slightly different for each browser. The instructions below are for Firefox.
- The **File Download Dialogue Box** for each file will open (not necessarily in the order seen below) after the download process completes for each file. Write down each file name so that you can rename them later.
- **Note:** The files are not saved on your computer at this point. Please follow the directions below to complete the **Save** process for each file to your computer.

- You may select <**Cancel**> (1) when the **Save M4a (Audio) As Download Dialogue Box** opens since we WILL NOT Save the M4a (audio only) file since it may not be necessary. (See Figure 3).

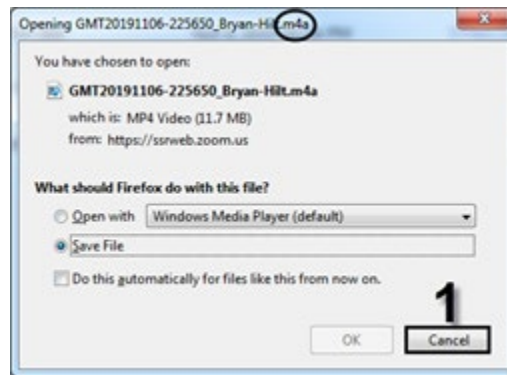


Figure 3-M4a Audio File Download Window

- In order to complete the Save process to your computer, select <**Save File**> (1) and select <**OK**> (2) when the **Save MP4 (video)Download Dialogue Box As** Opens (See Figure 4)

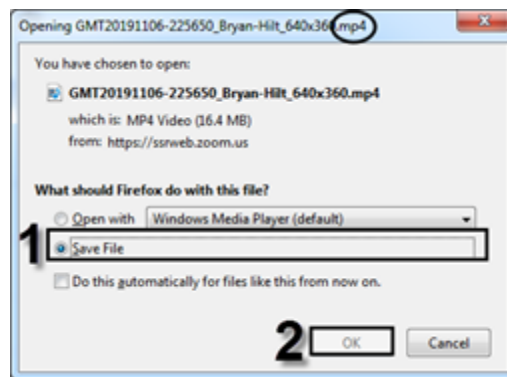


Figure 4- M4 Video File Download Window

- In order to complete the Save process to your computer, select <**Save File**> (1) and select <**OK**> (2) when the **Save VTT (Caption) Download Dialogue Box As** opens (See Figure 5).

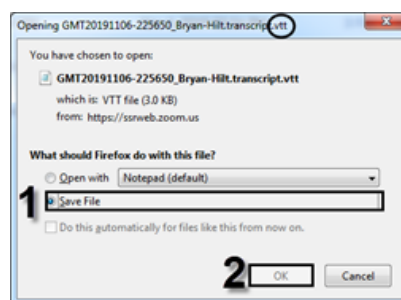


Figure 5-VTT Caption File Download Window

- Navigate to the folder or area where you saved your files (most likely your **Downloads** folder).
- Use the list of file names you wrote down, locate them in their saved folder, and **Rename** them.

Saving to One Drive

- After Files have saved to your default downloads directory you may want to move them to your One Drive for back up and accessibility.
- Simply Copy and Paste the files from your computer to a folder in you One Drive.

Find Zoom Meetings Recorded Directly to Your Computer (See Figure 6)

- Select **<Recordings>** (1).
- Select the **<Local Recordings>** (2) tab in the Zoom portal.

Note: The Local recording tab in the portal will only display the local recordings if the user is on the same computer that was used when creating the recording.

- Find your Zoom Meeting recording (3).
- See the **Location** (4) column on the right to find the location of your meeting files.

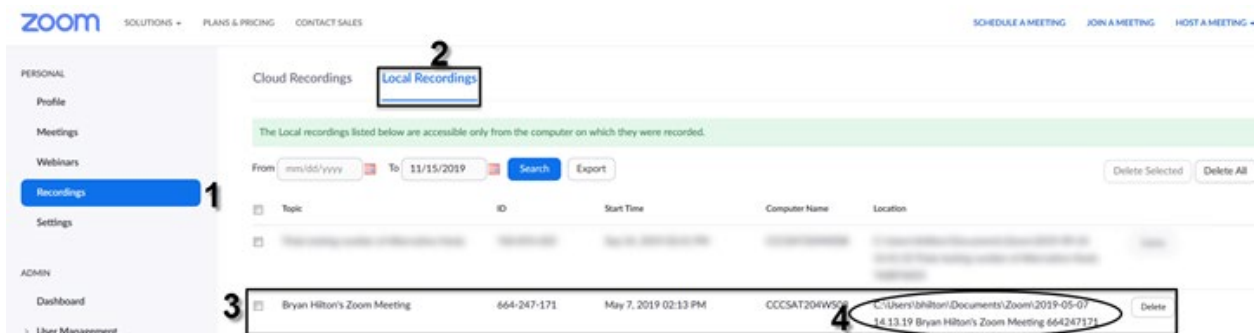


Figure 6-Zoom Portal-Recording Tab-Local Recordings Tab

Deleting Zoom Videos after downloading them to your computer

- Check the videos you have downloaded to your computer or don't need anymore.
- Select Delete Selected.
- Select Yes in the confirmation box if your sure you have a copy on your computer.

