# Archiving Zoom Recordings

## Downloading Zoom Recordings to local machine

1. Sign-in to your Zoom web portal. [ESU Portal Here](#)
2. In the navigation menu on the left, click Recordings.
3. You will see a list of cloud recordings that you started.
4. Adjust the date range and status, then search by host, meeting ID, topic, or keyword. Note: There is no limit on the date you can specify.



5. Click on the title of any of the recordings you wish to download.
6. On the next window you will see all the files associated with your recording (image below).
   a. Shared Screen with speaker view - video file you want with audio
   b. Audio only - just the audio recorded from your session
   c. Audio transcript - the automatic closed captioning track for your video
7. Choose Download (typically Shared screen with speaker view)
   a. Screenshot shows download button when hovering mouse over Shared screen with speaker view

b. Red box is the download icon
8. Clicking the download icon will download the file to you're the downloads folder specified in your browser. This will save your .mp4 (file type of video recording) to your local machine.
9. Zoom will assign some cryptic filenames so once the .mp4 file is uploaded, you should rename it to something that makes more sense to you like Class 12-4-2020 8 AM.
10. Once the file is downloaded, you can delete the recording by clicking the delete icon circled in yellow in the screenshot above. The recording will be placed in the Zoom trash and deleted after 30 days.

# Uploading Video to Microsoft OneDrive

1. On the OneDrive website, sign in with your ESU account credentials, and then browse to the location where you want to add the files.
2. Select Upload (image below)
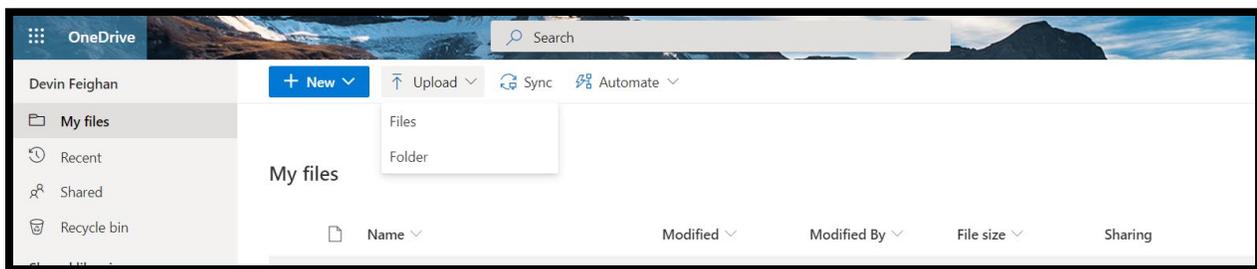


3. Locate the downloaded Zoom videos on your local machine.
4. Select the files you want to upload, and then select Open.
5. This storage is cloud based so it can be accessed from any computer with your ESU login. You can also share files from this folder storage if needed.

*Tips:*

- *You can also drag files from File Explorer or Mac Finder straight to your files on the OneDrive website.*
- *In the Google Chrome or Microsoft Edge browser, you can also upload folders from the Folder option on the Upload menu, or drag folders to the website.*

# Can I download and upload to OneDrive in 1 step?

Yes! When a download is requested, the web browser you are using sets the download location. You can set your web browser to ask you for a location when downloading which allows you to choose OneDrive and the folder you set up in OneDrive for Zoom recordings.

It is important to remember for this to work, you must be already logged into OneDrive.

- [Mozilla Firefox](#)
- [Google Chrome](#)
- [Microsoft Edge Instructions](#)
- [Safari Instructions](#)
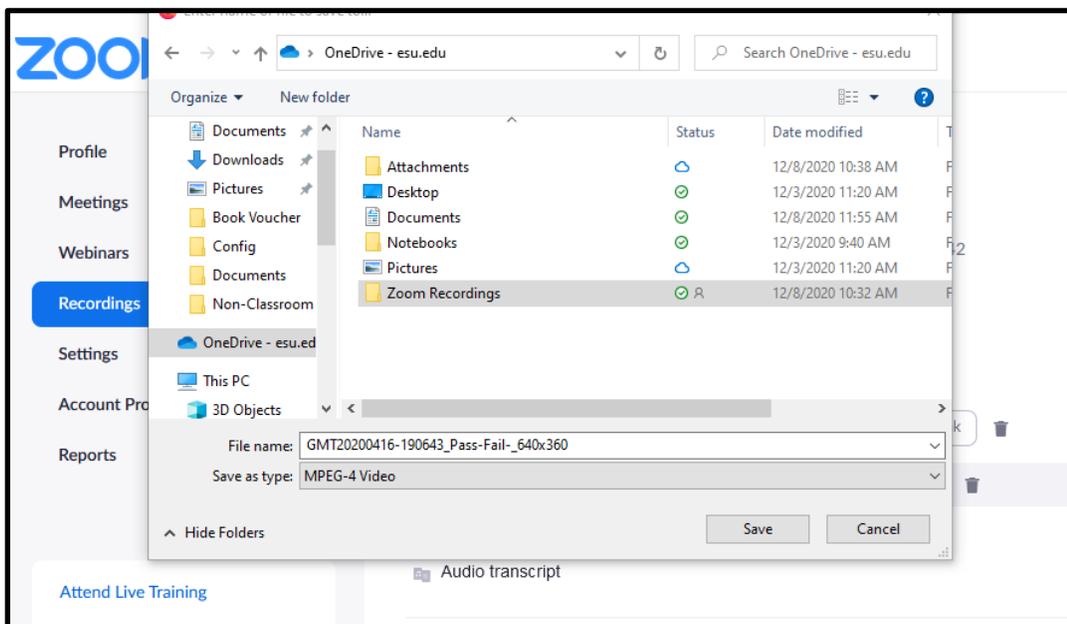


## Important Note:

Since ESU has limited storage, it is highly recommended that all old recordings and non-classroom recordings be deleted. If they are important, this process details how to archive them to OneDrive. Classroom recordings should be retained for the current semester in the Zoom cloud.

# Can I share and stream a recording from OneDrive?

Yes! Here are the steps:

- Find the recording file in OneDrive and right-click it and choose Share from the menu that appears. You will get a share dialog box
- If you don't want anyone to edit your video, click Anyone with the link can edit and deselect Allow editing.
- Then click Copy Link and then copy.
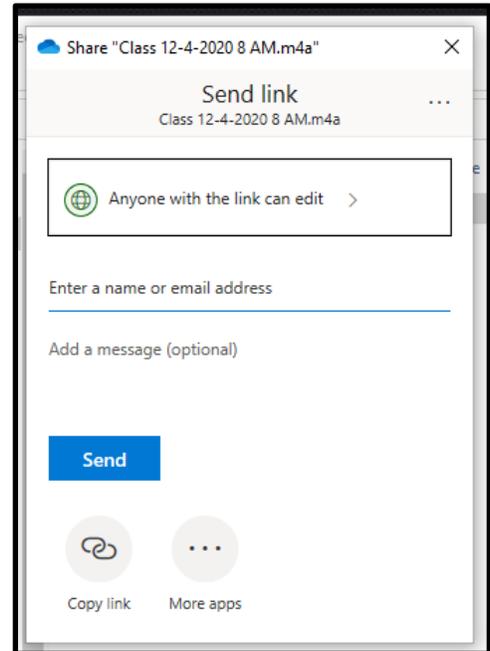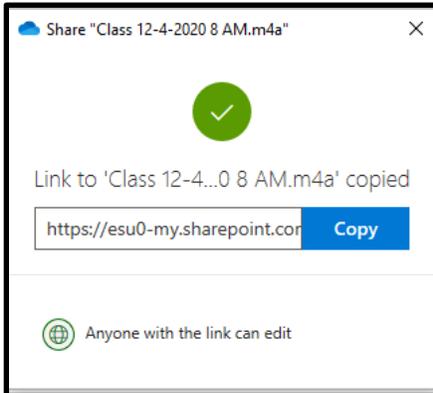




- Now you can paste the link into a document, email, text message or content in D2L.