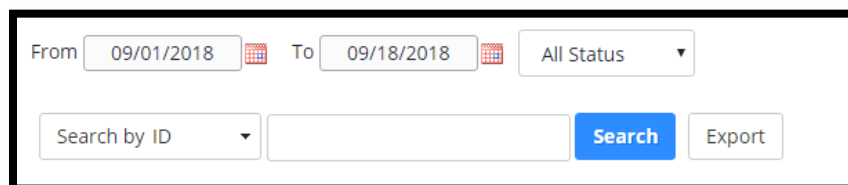


Archiving Zoom Recordings

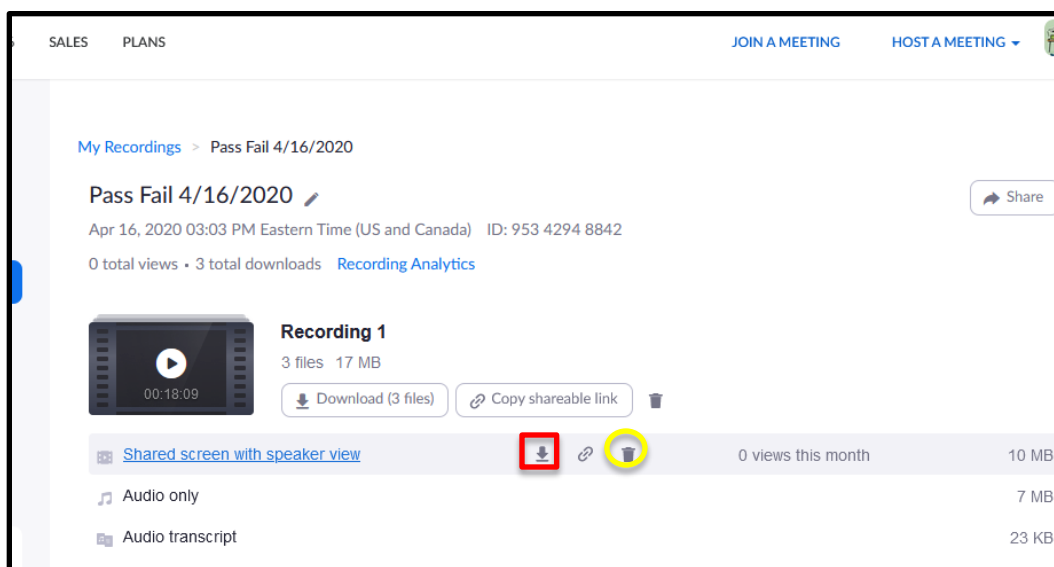
Downloading Zoom Recordings to local machine

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.



A screenshot of the Zoom web portal search interface. It features a search bar with a dropdown menu set to 'Search by ID'. To the left of the search bar are two date pickers: 'From' with the date '09/01/2018' and 'To' with the date '09/18/2018'. To the right of the date pickers is a status dropdown menu set to 'All Status'. Below the search bar are two buttons: a blue 'Search' button and a white 'Export' button.

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



A screenshot of the Zoom web portal recording details page. The page title is 'Pass Fail 4/16/2020'. Below the title, it shows the date and time: 'Apr 16, 2020 03:03 PM Eastern Time (US and Canada)' and the meeting ID: 'ID: 953 4294 8842'. There are statistics for '0 total views' and '3 total downloads', along with a link to 'Recording Analytics'. A video player is shown with a play button and a duration of '00:18:09'. Below the video player, there are three buttons: 'Download (3 files)', 'Copy shareable link', and a trash icon. A table lists the recording files:

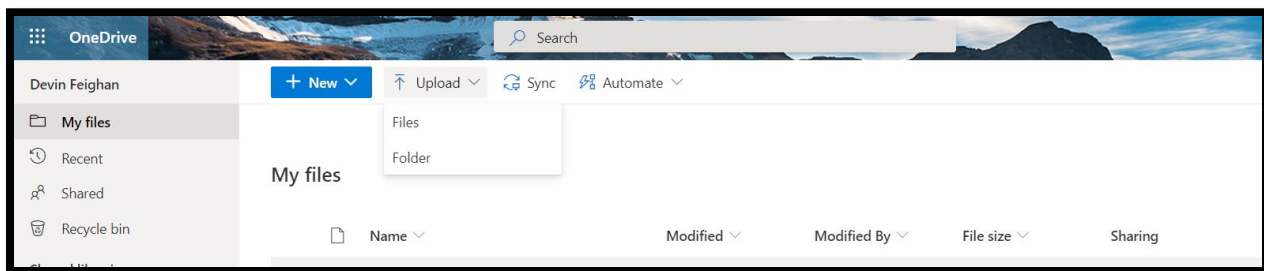
File Name	Views this month	Size
Shared screen with speaker view	0	10 MB
Audio only		7 MB
Audio transcript		23 KB

The 'Download' button for the 'Shared screen with speaker view' file is highlighted with a red square, and the trash icon is highlighted with a yellow circle.

- 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:

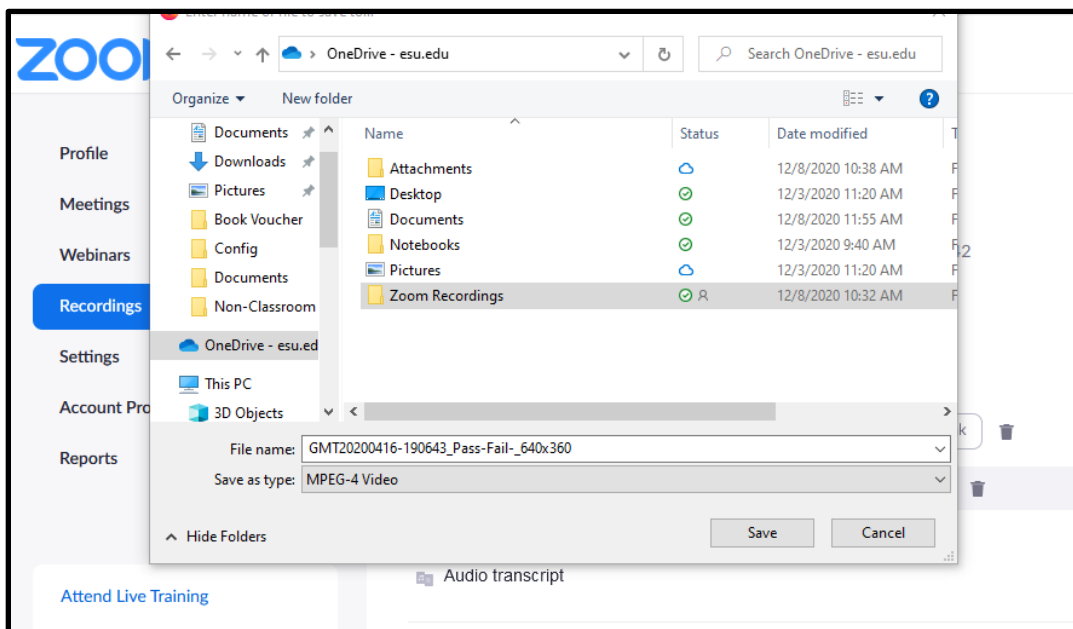
- *You can also drag files from File Explorer or Mac Finder straight to your files on the OneDrive website.*
- *In the Google Chrome or Microsoft Edge browser, you can also upload folders from the Folder option on the Upload menu, or drag folders to the website.*

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](#)



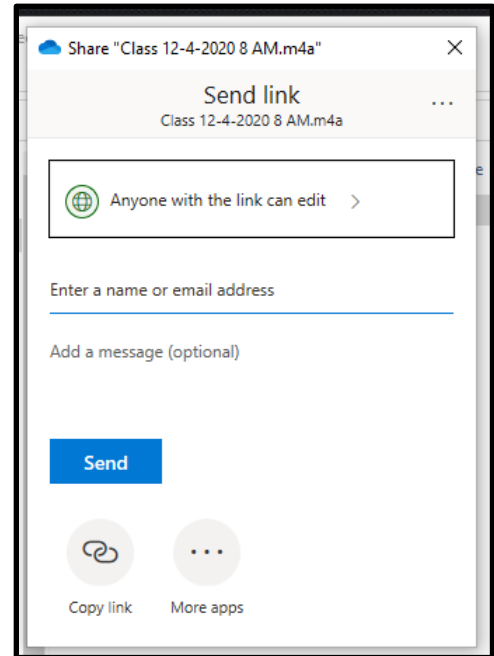
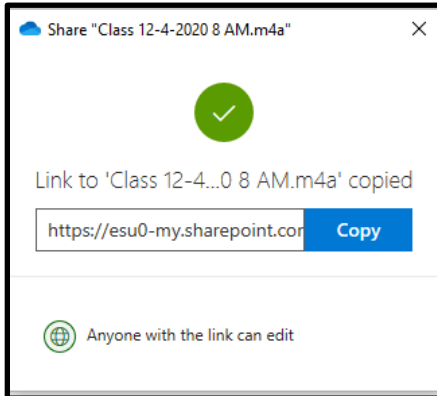
Important Note:

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.