How to Download and Delete Zoom Cloud Recordings

DOWNLOADING CLOUD RECORDINGS

1. To access all of your Zoom cloud recordings, go to https://alamo.zoom.us/recording and click on the "**Recordings**" tab.

Profile
Meetings
Webinars
Recordings
Settings
Account Profile
Reports
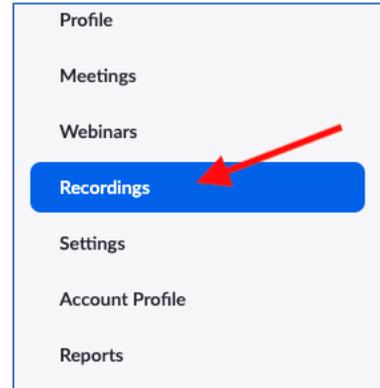
2. Click on the "**Cloud Recordings**" tab **Note: You can search for recordings by a specific date.** will be listed
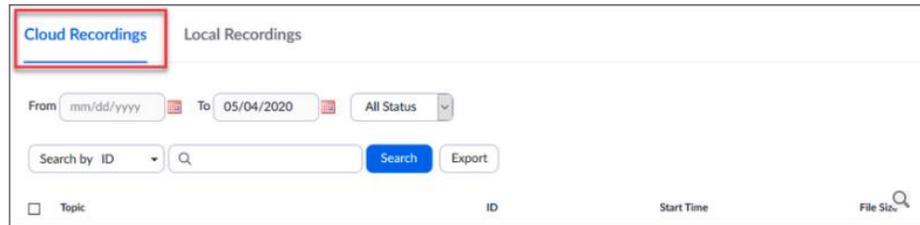
3. All your recording will list on the page.

Cloud Recordings   Local Recordings

From [mm/dd/yyyy]   To [05/04/2020]   [All Status ▾]

Search by ID ▾ [🔍 Q]   [Search] [Export]

☐ Topic   ID   Start Time   File Size

☐ Topic   ID   Start Time   File Size
☐ _____ Meeting Room   _____   May 4, 2020 11:01 AM   4 Files (2 MB)   [Share...] [More]

4. Click on the "**More**" button to the right and choose "**Download**".
Note: the number of files might change for each recording.

119 MB)   [Share...]
          [More ▾]
23   Download (4 files)
          Delete
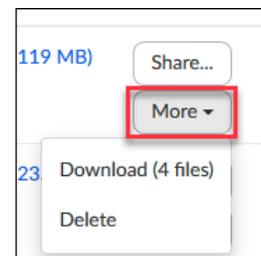
5. Depending on the internet browser and your settings, the files should be saved within your computer's **download folder**.

GMT20200504-160251_Kori-Schne.m4a
Completed — 241 KB

GMT20200504-160251_Kori-Schne_as_1920x1080.mp4
Completed — 652 KB

GMT20200504-160251_Kori-Schne_1920x1080.mp4
Completed — 653 KB

GMT20200504-160251_Kori-Schne_avo_640x360.mp4
Completed — 332 KB

zoomus_recordings(8).csv
Completed — 15.6 KB

Show All Downloads

DELETING CLOUD RECORDINGS

6. Click the "**More**" button and then click "**Delete**".
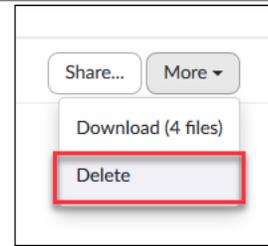
7. Click "**Yes**" to confirm deleting of this Zoom recording.

Congratulations! You're done!

You have just successfully completed downloading and deleting your cloud recordings. If you need further assistance, call the SAC Help Desk at 210-486-0777 or email sac-helpdesk@alamo.edu