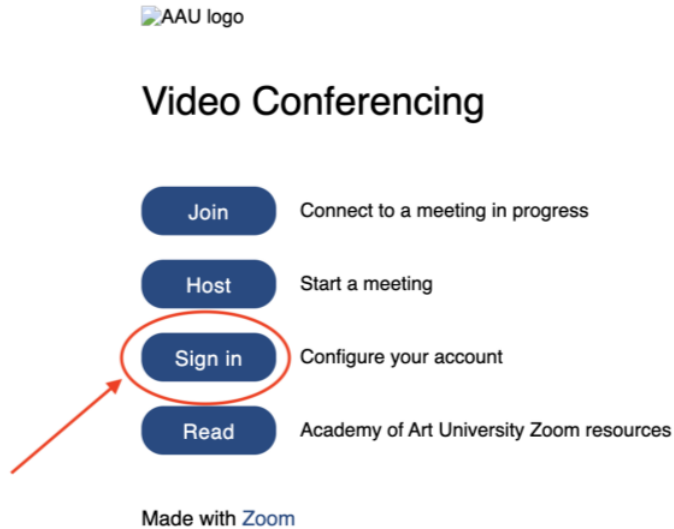


## Deleting Zoom Cloud Recordings

**Step 1:** Open a new browser window and go to [art.zoom.us](https://art.zoom.us). Click the **Sign In** button.

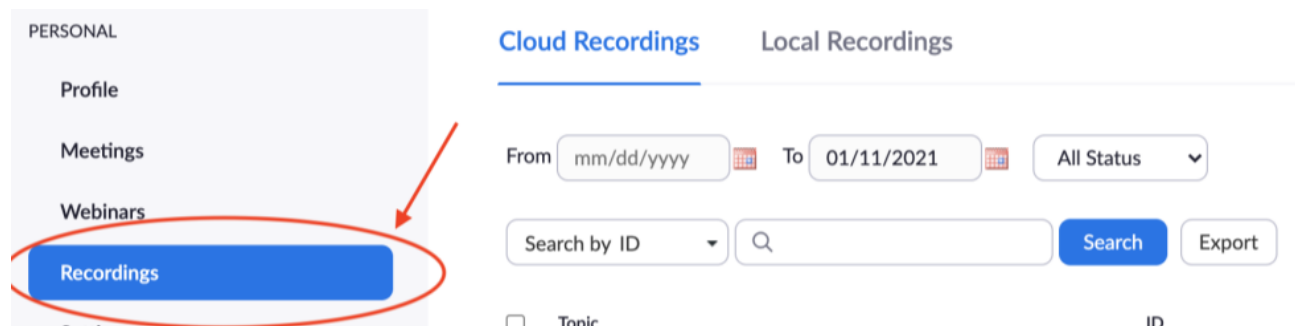


You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

*\*Additional Notes:*

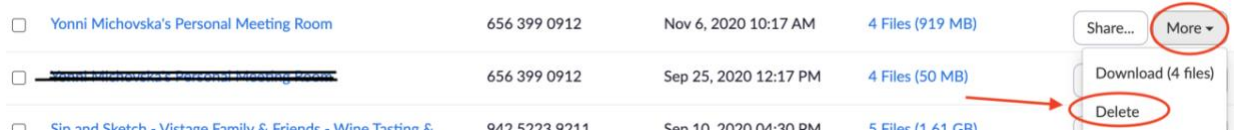
- This is the same email address and password that you use to log in to your Outlook and Workday.
- *academyart.edu* for full-time faculty, *i.art.edu* for part-time faculty.
- For password help, please contact the IT Help Desk: (415) 618-6400 or [itservicedesk@academyart.edu](mailto:itservicedesk@academyart.edu)

**Step 2:** From your Zoom profile page, go to the **Recordings** tab on the left side of your screen.



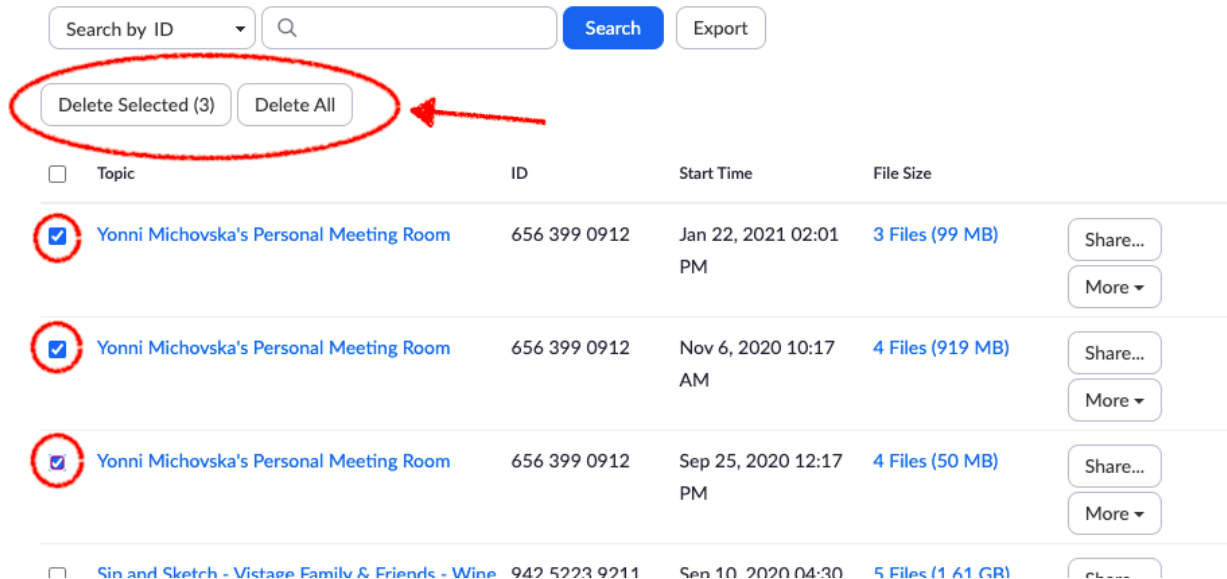
### Step 3:

- To delete a single recording: click the **More** button on the right side of the title. Then select **Delete**.



<input type="checkbox"/>	Topic	ID	Start Time	File Size	Actions
<input type="checkbox"/>	Yonni Michovska's Personal Meeting Room	656 399 0912	Nov 6, 2020 10:17 AM	4 Files (919 MB)	Share... More ▾
<input type="checkbox"/>	<del>Yonni Michovska's Personal Meeting Room</del>	656 399 0912	Sep 25, 2020 12:17 PM	4 Files (50 MB)	Download (4 files) Delete
<input type="checkbox"/>	Sin and Sketch - Vintage Family & Friends - Wine Tasting E...	942 5223 9211	Sep 10, 2020 04:30 PM	5 Files (1.61 GB)	Share...

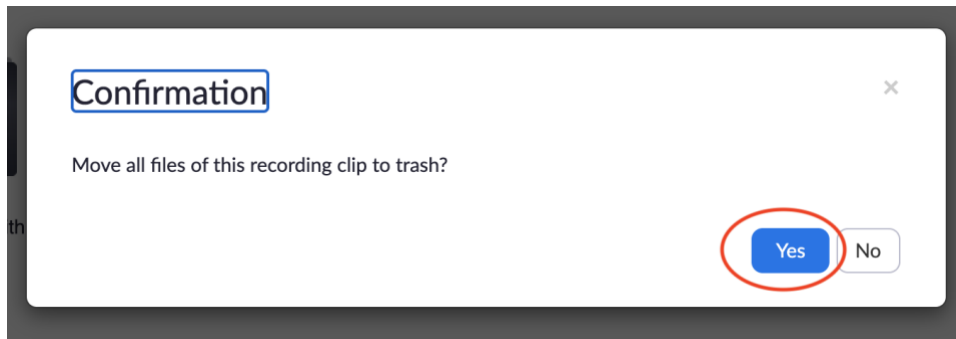
- To delete multiple or all recordings: Select the box on the left of the title to the recordings you wish to delete and click **Delete Selected** or if you want to delete all recordings you can simply use the **Delete All** button without having to select each recording individually.



Search by ID

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Actions
<input checked="" type="checkbox"/>	Yonni Michovska's Personal Meeting Room	656 399 0912	Jan 22, 2021 02:01 PM	3 Files (99 MB)	Share... More ▾
<input checked="" type="checkbox"/>	Yonni Michovska's Personal Meeting Room	656 399 0912	Nov 6, 2020 10:17 AM	4 Files (919 MB)	Share... More ▾
<input checked="" type="checkbox"/>	Yonni Michovska's Personal Meeting Room	656 399 0912	Sep 25, 2020 12:17 PM	4 Files (50 MB)	Share... More ▾
<input type="checkbox"/>	Sin and Sketch - Vintage Family & Friends - Wine	942 5223 9211	Sep 10, 2020 04:30	5 Files (1.61 GB)	Share...

**Step 4:** Confirm this recording should be deleted by clicking **yes** to confirm and move the recording to the trash.



*\*Additional Notes:*

- Recordings will be permanently deleted from trash after 30 days. If you do not have the Trash option, there are currently no files in your trash.
- For more information on how to delete recordings, please visit Zoom Support Resources: <https://support.zoom.us/hc/en-us/articles/360048488451-Deleting-local-or-cloud-recordings>
- Zoom allows you to recover a recording within 30 days of deletion. If you delete the recording from the trash or if the recording is in the trash for 30 days; it will be permanently deleted and cannot be recovered.
- For more information on how to recover recordings, please visit Zoom Support Resources: <https://support.zoom.us/hc/en-us/articles/216378863-Recover-a-deleted-cloud-recording>