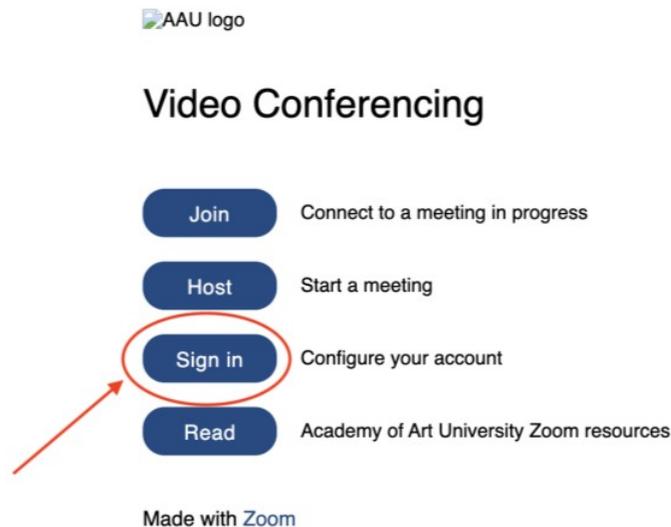


## Downloading, Archiving, and Sharing Zoom Cloud Recordings

Below are steps outlining the process to archive a Zoom recording, should you need it longer than Zoom cloud storage allows. You will need to download the video file to your local machine.

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

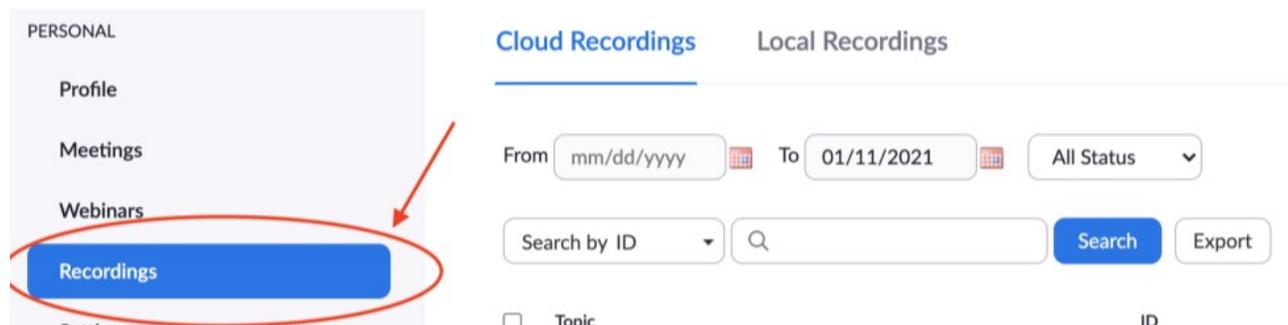


You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

*\*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:** Locate the recording you wish to download and click *More*, then select *Download*.

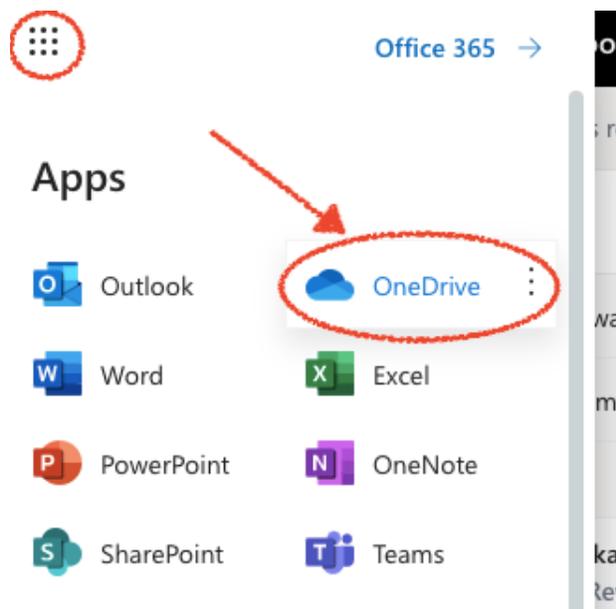
\*The video file downloads as an mp4 file.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Yonni Michovska's Personal Meeting Room	656 399 0912	Jan 22, 2021 02:01 PM	3 Files (99 MB)	Share... More ▾
<input type="checkbox"/>	<del>Yonni Michovska's Personal Meeting Room</del>	656 399 0912	Nov 6, 2020 10:17 AM	4 Files (919 MB)	Download (3 files) Delete

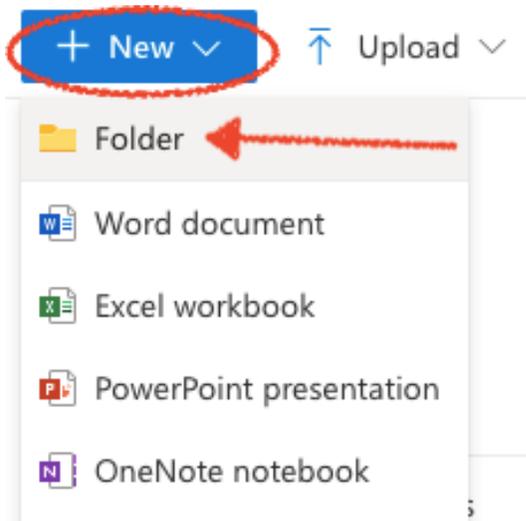
If you simply wish to archive the recording on your computer, you are finished. If you wish to continue sharing it with others you can load it to your Academy OneDrive.

Instructions to upload downloaded Zoom recording to your Academy OneDrive:

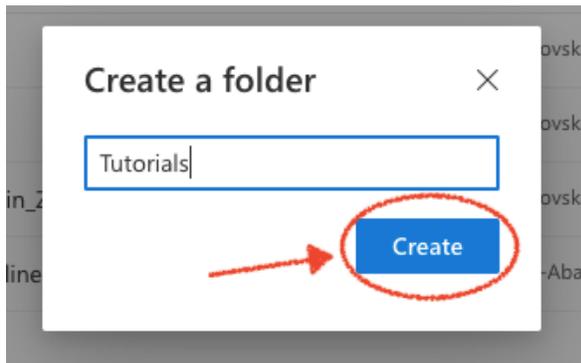
**Step 1:** Log into your Academy Outlook 365 email in a new browser. Once you're logged in, click on the *square of 9 dots* in the top left corner of your screen. Click on *OneDrive*.



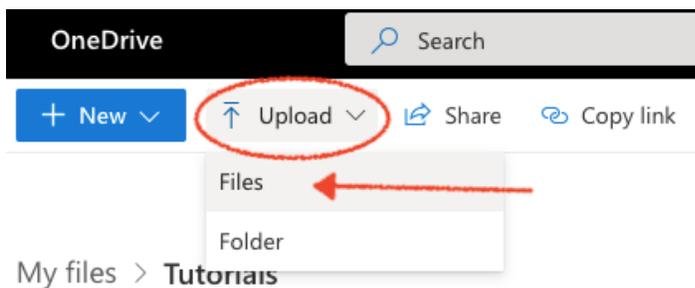
**Step 2:** You are taken to your OneDrive cloud storage area. Click on the blue + *New* button to create a new folder.



**Step 3:** Give your folder a title and press *Create*.



**Step 4:** Click on the name of the folder you created to open it. Drag and drop your mp4 file to upload, or use the Upload > Files button at the top of the screen to locate and upload your file.



**Step 5:** Once uploaded, select the file by clicking the circle to the left of the file name.

My files > Tutorials

<input checked="" type="checkbox"/>	Name	Modified	Modified By	File size	Sharing
<input checked="" type="checkbox"/>	GMT20200925-193905_Yonni-...	A few seconds ago	Michovska, Yonni	5.21 KB	Private

**Step 6:** Once selected, click the *Copy Link* button at the top of the screen. Click the area that says "People with existing access can use the link" and change the selection to "Anyone with Link." Then click *Apply*.

Copy link Download Delete Rename

### Link settings

Who would you like this link to work for?  
[Learn more](#)

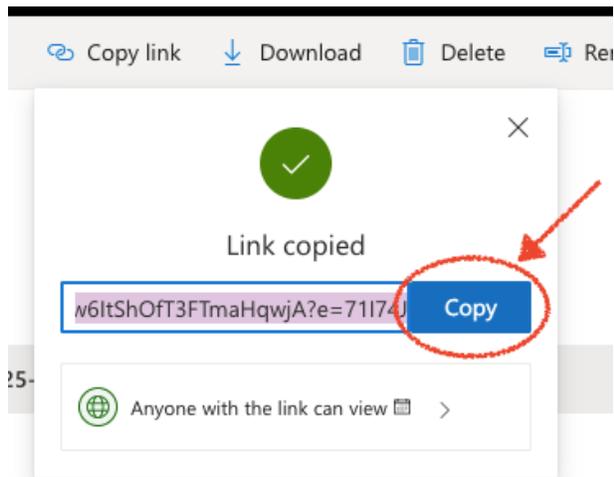
- Anyone with the link
- People in Academy of Art University with the link
- People with existing access
- Specific people

**Other settings**

- Allow editing
- Expires Thursday Feb 25 2021
- Set password

Apply Cancel

**Step 7:** Select *Copy* to the right of the link to copy and then paste the link to share.



*\*Additional Notes:*

- *Recordings downloaded from Zoom Cloud storage can often be very large which is why we recommend loading them to OneDrive before sharing.*
- *Recordings downloaded from Zoom Cloud storage lose the imbedded transcript.*