How to Download ZOOM Recordings from the Cloud

Step 1: Open your Zoom link from your course in Canvas. Your Zoom link should be moved to the 'visible by students' area. It is best practice to create & access your meetings from the Zoom tab in Canvas.

Home
Zoom
Discussions
Grades
Modules
Office 365
People
Class Notebook

Step 2: Select Cloud Recordings.

Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recording
Show my course mee	tings only		

Step 3: Click the title of the session you wish to save.

Торіс	ID
Daily Chat	932 6392 1659

Step 4: Click Download under the video file. You may also choose to save an audio only recording or a transcript of the chat.



Step 5: This *may* prompt a window for the passcode which is automatically copied for you. If the passcode doesn't appear, press paste then click Access Recording.

Recording Topic My Sandbox	
Enter the passcode	

Access Recording	

Step 6: The selected video will save to your Downloads folder. You may wish to copy them to your OneDrive.

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Tip: Consider creating folders in OneDrive to organize your saved recordings.