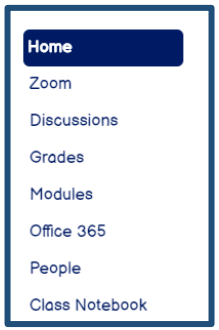
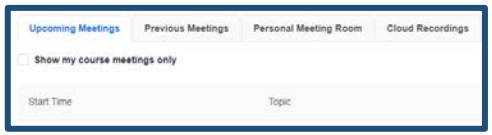
How to Download ZOOM Recordings from the Cloud

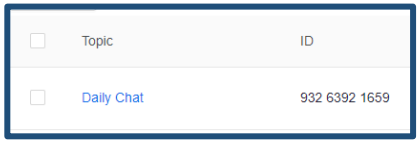
Step 1: Open your Zoom link from your course in Canvas. Your Zoom link should be moved to the 'visible by students' area. It is best practice to create & access your meetings from the Zoom tab in Canvas.



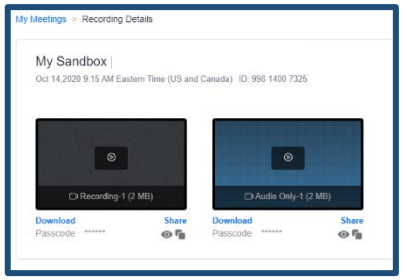
Step 2: Select Cloud Recordings.



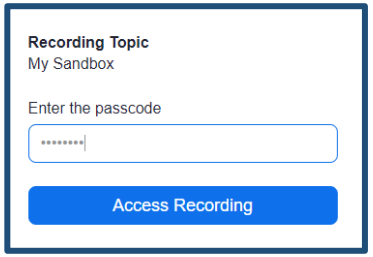
Step 3: Click the title of the session you wish to save.



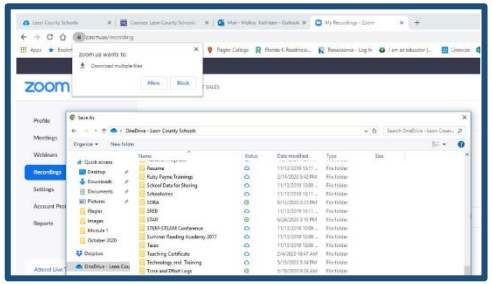
Step 4: Click Download under the video file. You may also choose to save an audio only recording or a transcript of the chat.



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.



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



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