# Managing Your Zoom Cloud Recordings

When recording your Zoom meetings to the cloud you are utilizing a university-wide storage space. Because of this feature, you will be asked to remove recordings in the cloud each semester. This is not a permanent storage space and you will need to back up your files for future use.

How to back up and delete your Zoom Cloud Recordings

1. Go to https://cwm.zoom.us and login with your myW&M credentials.
2. Locate your Personal Meeting menu and select Recordings.
3. Choose your Cloud Recordings and click on the more button for each recording to download the files for each meeting.
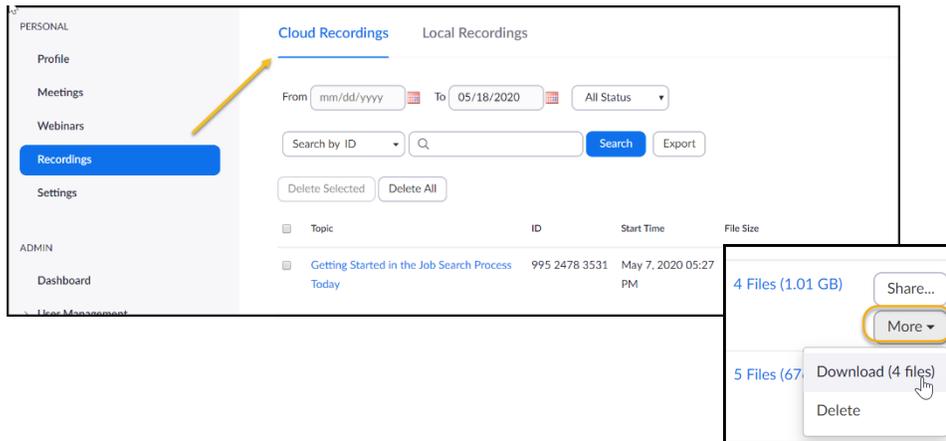
Note: The downloads will include audio, video, and chat history files.

File types

- Shared screen with speaker view: MP4 file with audio and video showing both active speaker view and shared content.
- Shared screen with gallery view: MP4 file with audio and video showing both gallery view and shared content.
- Active Speaker: MP4 file with audio and video showing the active speaker view only.
- Gallery View: MP4 file with audio and video showing the gallery view only.
- Shared Screen: MP4 file with audio and video showing the shared screen only.
- Audio only: M4A file with a recording of the audio.
- Audio transcript: VTT file with a transcript of the audio only.
- Chat file: Text file with the transcript of in-meeting chat.

Alternate File Storage Options

- Box
- Google Drive
- Panopto (Detailed instructions on page 2)

Once you have saved your files (if needed) to another location, you may safely select "Delete" to remove the recordings for each meeting from the Zoom Cloud Recording storage area.

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Access Your Zoom Cloud Recordings in Panopto

All Zoom Cloud Recordings are automatically saved in Panopto (university lecture capture software). When you choose to record your Zoom meeting to the cloud it will record in Zoom and Panopto. If you remove your Cloud Recording in Zoom it **will not** remove it from Panopto.

**To View your Zoom Cloud Recordings in Panopto**

1. Using your myW&M credentials go to https://panopto.wm.edu and make sure to choose Blackboard login.
2. Select "My Folder" in the menu listing and then locate the "Meeting Recordings" sub-folder. Inside this folder you will see your Zoom recordings from the cloud.
3. You can choose to delete the recording or move it to a course folder to share with students.
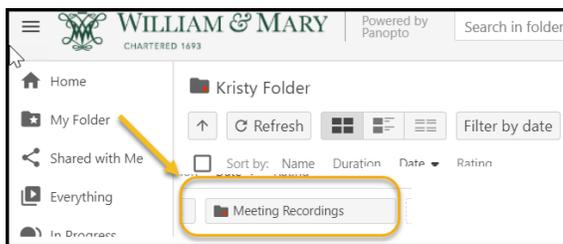
Note: Users have the ability to choose another folder for their Zoom Cloud Recordings. If you did change the location of your Zoom recording in Panopto, then you will need to view the selected folder.

To change Zoom Cloud Recordings location in Panopto

1. Locate your name in the right hand corner after logging into Panopto.
2. Choose User Settings.
3. Scroll down to locate Zoom Recording Import Settings.
4. Click on Edit and choose the location for your Zoom Cloud Recordings and Save.
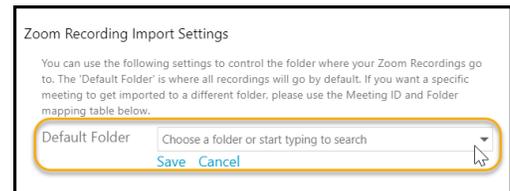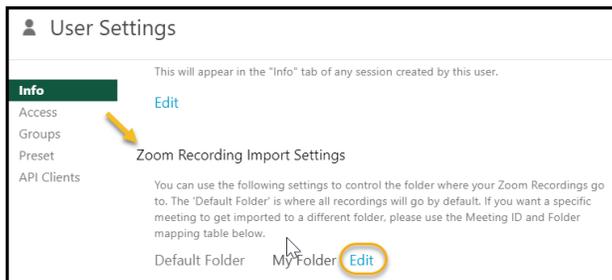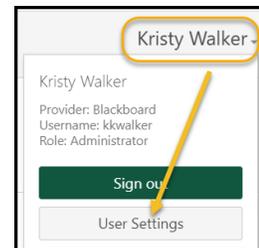
For more information on Cloud Recordings and settings, you can visit the Zoom Help Center at https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording.

Frequently Asked Questions about local and cloud recording https://support.zoom.us/hc/en-us/articles/360040771752.