Downloading Zoom Cloud Recordings (Faculty)

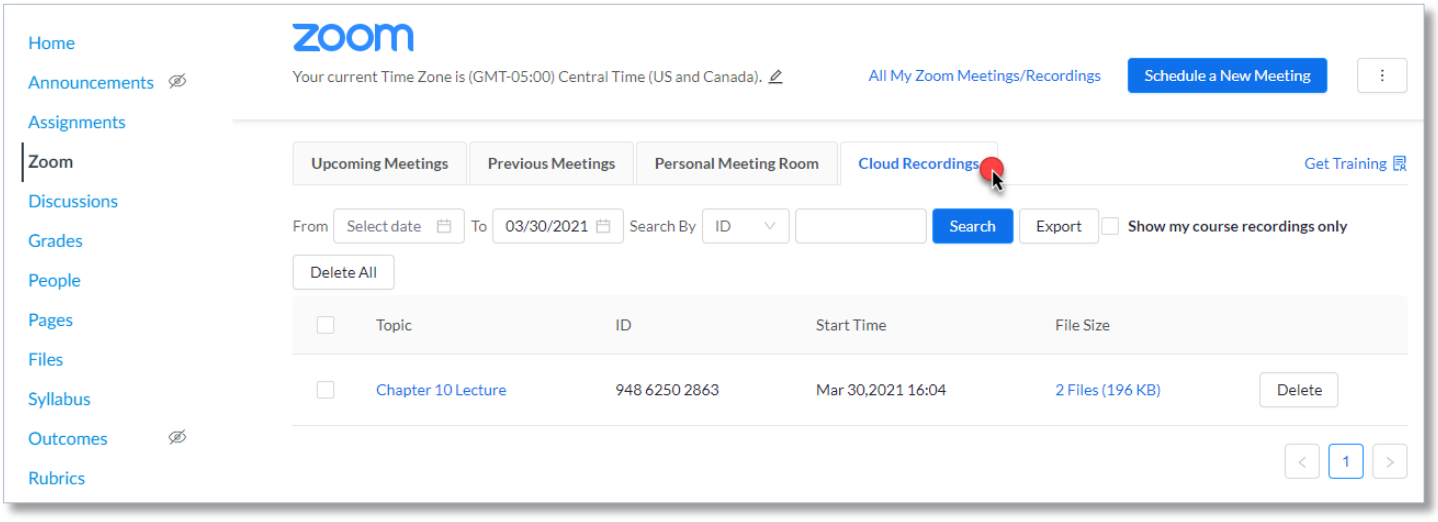
Zoom recordings are deleted as per the retention schedule below and are not retrievable. Therefore, please make sure to download any recordings you would like to save.

Zoom Retention Schedule: Spring 2021 and Future Terms

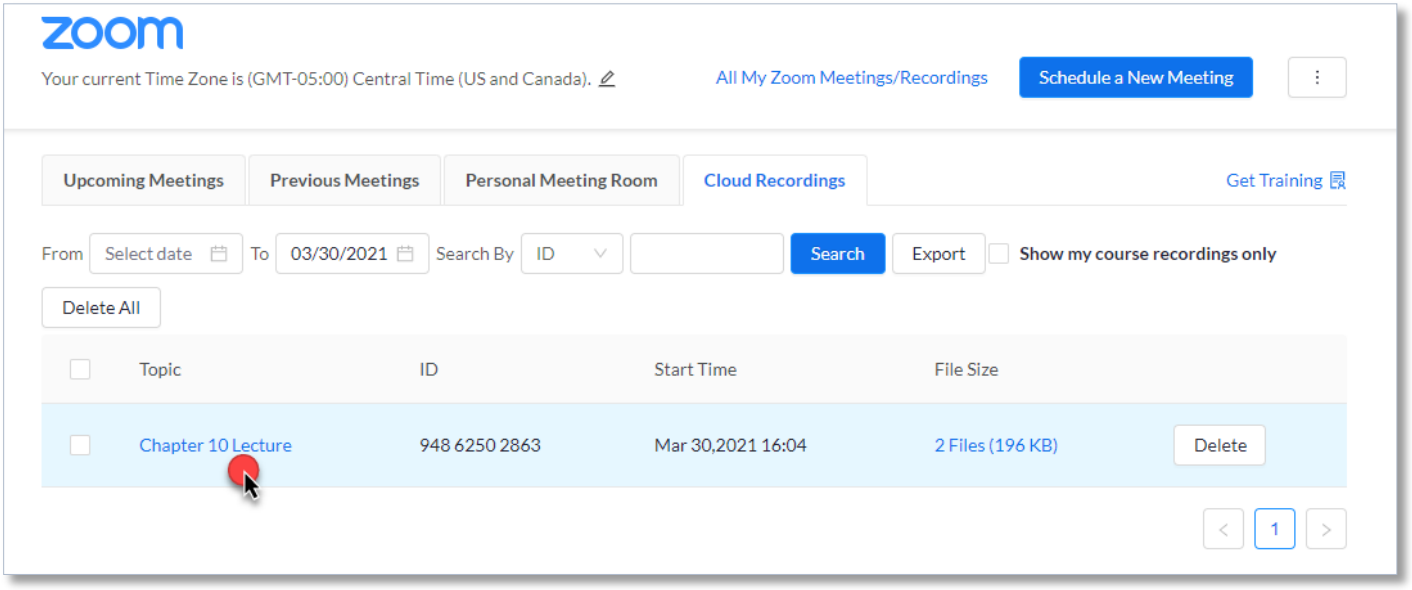
Term	Deletion Date
Wintermester, Spring	June 1
Maymester, Summer I and II	November 1
Fall	March 1

Downloading Cloud Recordings via Canvas

1. Open Zoom in your course. Click on the **Cloud Recordings** tab.



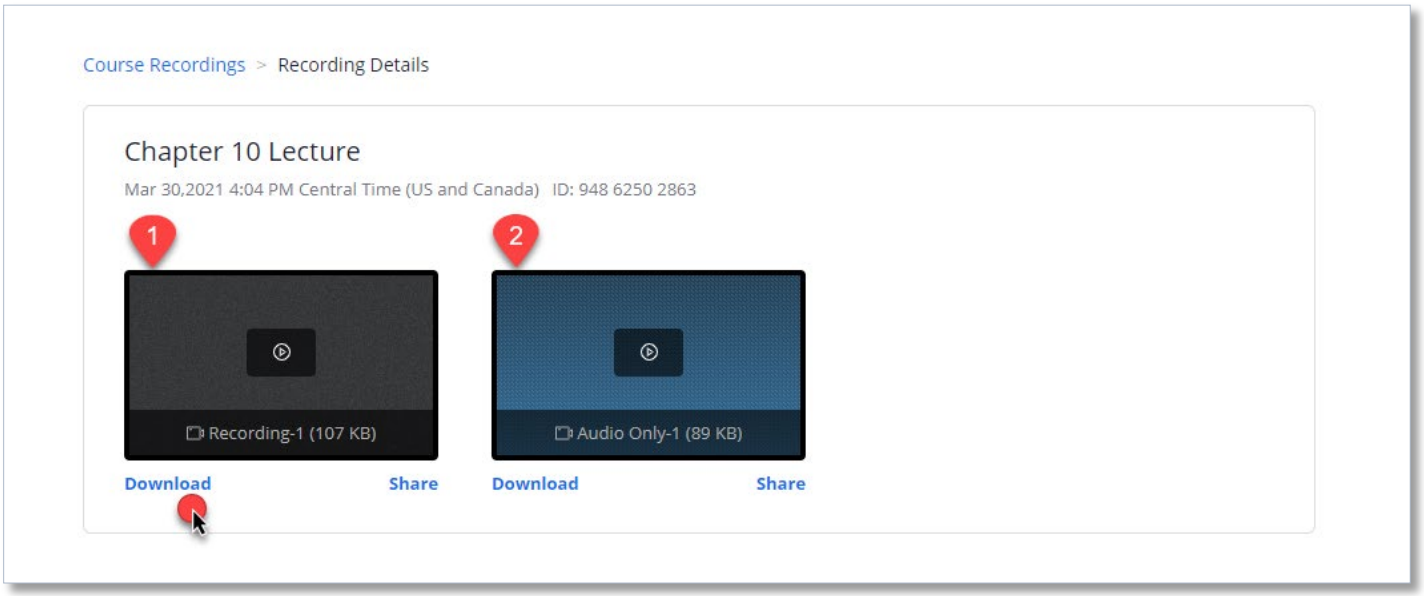
2. Click on the name of the Zoom recording that you would like to download.



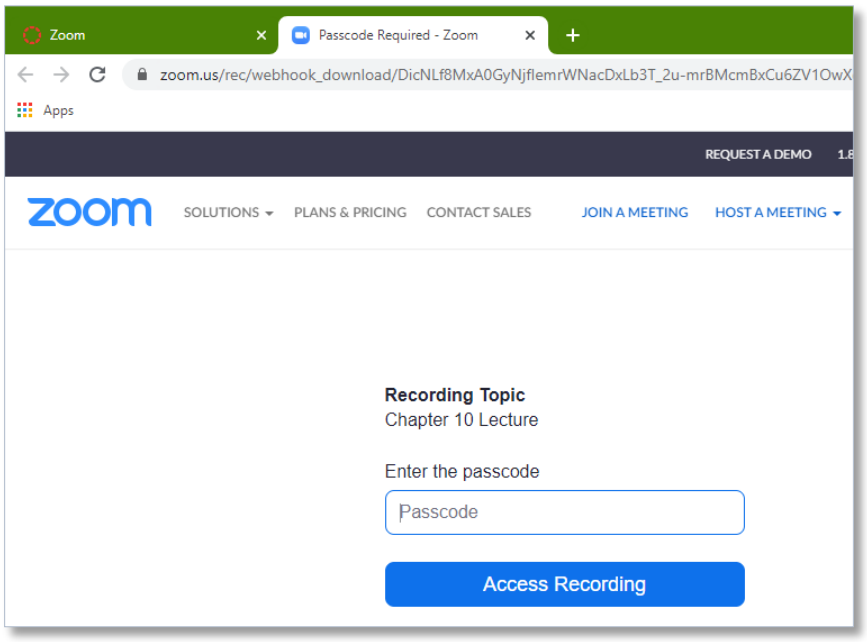
3. Click on **Download** under the type of recording you would like to save.

    1: Video of the recording (includes audio)

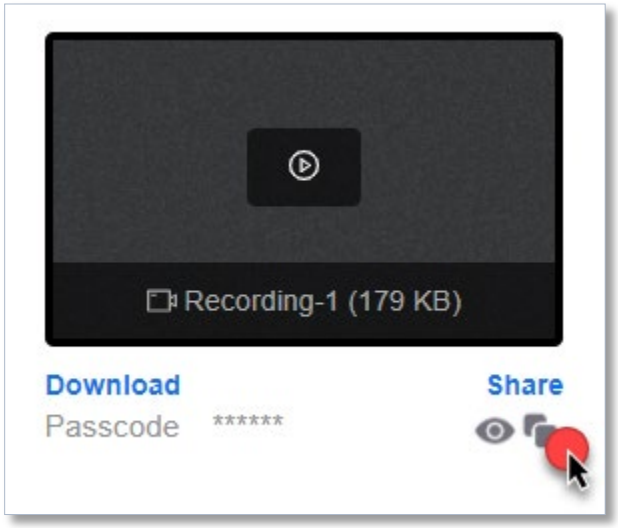
    2: Audio of the recording (does not include video)



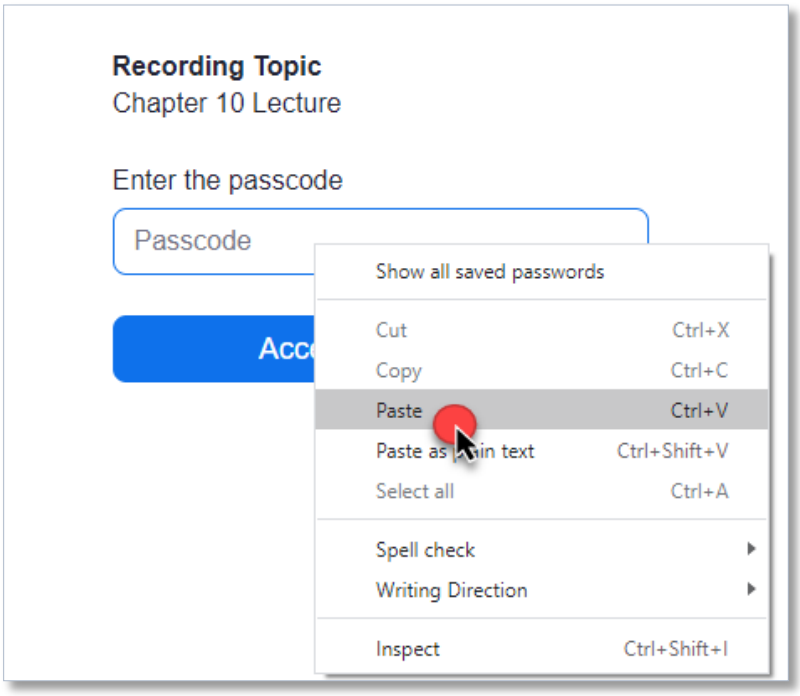
4. A new tab will open in your browser that will ask for a passcode.



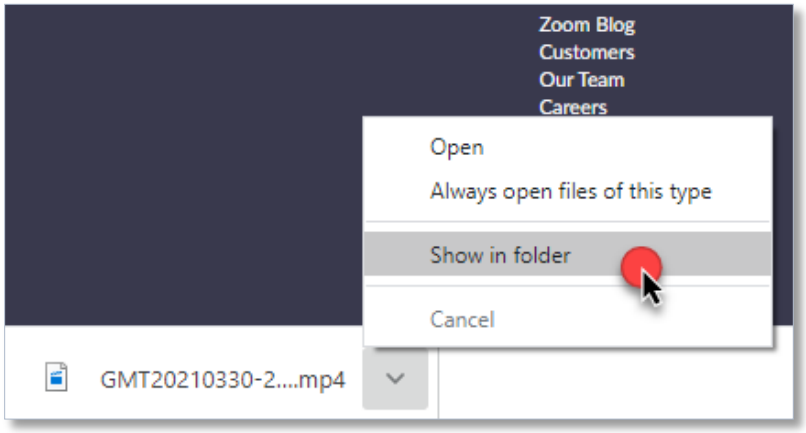
5. On the first tab (Canvas), click on the **Copy Passcode to Clipboard** icon.



6. Return to the **Password Required** tab. To enter the passcode, right click in the text area and select **Paste**. Then, press Enter on the keyboard or click on **Access Recording**.



7. You will see your download at the bottom of your browser window. Click on the arrow to the right of the file name and then select **Show in folder** to locate your download.



Technical Support for Zoom:
Submit a ticket: https://ehelpdesk.laredo.edu