




Beginning October 1, 2020, all cloud recordings will be retained for 180 days. Cloud recordings older than 180 days will automatically be moved to a 30-day recycle bin. An email notification from Zoom will be sent to the cloud recording owner 7 days prior to permanent deletion from the recycle bin.

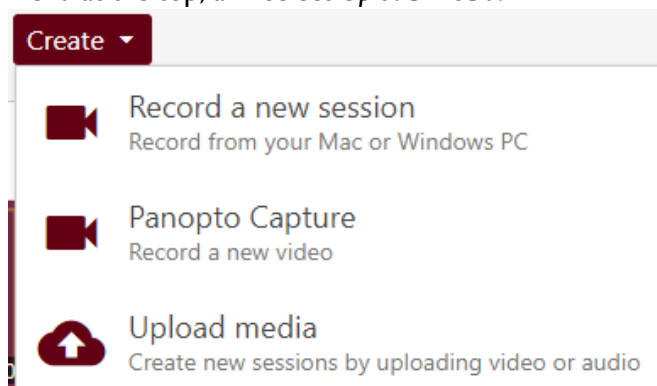
Downloading a Zoom Cloud Recording:

1. Sign into <https://luc.zoom.us/> with your Loyola UVID and password.
2. Click the **Recordings** link on the left.
3. Select the **Cloud Recordings** tab.
4. Choose the recording you wish to download by clicking on the meeting name.
5. If you wish to download all of the versions of your recording, click the  button in the middle of the screen. The number of files will be the number of versions of the recording you have listed.
6. If you would prefer to just download one or a few of the saved recordings, hover the cursor over the version you wish to download, and click the download icon () to the right. The file will then be downloaded and saved to your local computer. Be sure to note the download location so you can upload a copy of the file to your Loyola OneDrive for back up purposes.
7. If your recording has been placed in the trash folder, you will need to recover it before it can be downloaded. In your list of Cloud Recordings, click on the **Trash** link on the right. Locate your meeting in the list, and click the **Recover** link on the right. Click the  button to confirm, and you should see a message highlighted in green at the top of the screen stating, "Recover recording success." The recording will now be located in your main Cloud Recordings folder, and you can return to Step 2 to download your recording.

Uploading Your Zoom Cloud Recording to Panopto:

We also suggest uploading your downloaded Zoom cloud recording to Panopto.

1. Sign into <https://luc.hosted.panopto.com/> with your Loyola UVID and password.
2. Click the *Create* drop-down menu at the top, and select *Upload Media*.



3. From there, select where you would like to upload your recording from the drop-down menu at the top, such as "My Folder" or a subfolder created by Sakai, and then click the dashed box in the middle.
4. You will be prompted to navigate to where your Zoom cloud recording is stored. Click the file to highlight it, and click Open.
5. Once it says your upload is complete, you can close the window. Panopto will begin processing your file, and when that has completed you will be able to edit it and share it with others.