## **Moving Zoom Cloud Recordings to OneDrive**

UMB's retention schedule for Zoom Cloud Recordings is set to 365 days. Zoom cloud recordings stored more than 365 days will be moved to the Trash for 30 days and then permanently deleted. These step by step instructions will assist you with proactively moving Zoom cloud recordings to your UMB OneDrive where you may store for a longer period of time.

## Step 1

- Log in to Zoom via <u>https://umaryland.zoom.us/</u>.
  - Select Sign-In
    Use of UMB computers and computing resources must
    comply with UMB Acceptable Use Policy.
    Use of UMB computers and computing resources must
    comply with UMB Acceptable Use Policy.
    HiPAA Warning: By using Zoom, you and your participants
    agree NOT to place PHI (Personal Health Information) in
    any meeting or webinar "recording" that is stored in Zoom's
    Support
    Use your UMID and password to Sign in
    Get information on how to use Zoom or contact the
    Hipdesk.
    Zoom Video Conferencing
    Gin Connect to a meeting in progress
    Host

#### Step 2

• You will be prompted to sign in with your UMID and password

University of Maryland Baltimore	
UMID: Password:	What is the UMID? The UMID is a common ID that enables you to access many campus applications with the same username and password. Learn more about the UMID.
Login           Forgot Password?         First Time User, Setup Your Password         OneCard Guest Deposit           This is shibprd5.         This is shibprd5.         OneCard Guest Deposit	Multi-Factor Authentication Your UMID and password require Multi-Factor Authentication (MFA) while both on campus and off campus.

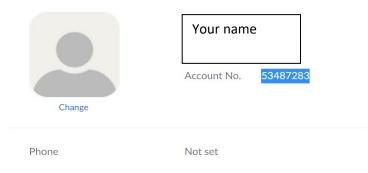
#### Step 3

• You will be prompted to sign in with DUO (it is recommended to select the check box "Remember me for 7 days")

	Choose an authentication method	
	Duo Push Recommended	Send Me a Push
U	🛞 Call Me	Call Me
What is this? 더 Add a new device	Passcode	Enter a Passcode
My Settings & Devices Need help?	Remember me for 7 days	
Powered by Duo Security		

## Step 4

Upon successfully signing into Zoom; verify that you are in the UMB portal using the UMB Zoom account by checking the Account Number. Please confirm you are on the UMB Zoom account 53487283. Note: If you have a different account number, you are not using UMB's Zoom account and the retention policy does not apply to you. However, if you're using an email address with \*.umaryland.edu, please contact your School's IT department to get your Zoom account moved into UMB's account.



## Step 5

• Once you have verified you are in the UMB Zoom account, select Recordings in the top left under Personal.



#### Step 6

• Select Cloud Recordings

Cloud Recordings	Local Recordings		
From mm/dd/yyyy	To 04/29/2021	All Status	~
Search by ID -	Q	Search	Export
Delete Selected De	lete All		

#### Step 7

• Scroll down to your list of Cloud Recordings. Select More and then Download. You will need to download them one at a time (keep in mind one recording may have more than one file).

Торіс	ID	Start Time	File Size
Justin Marzola's Personal Meeting Room	342 848 2880	Feb 5, 2021 09:54 AM	4 Files #41 KB) Share More •
Justin Marzola's Zoom Meeting	975 3653 9818	Oct 21, 2020 02:31 PM	3 Files (37 Download (4 files) Delete

#### Step 8

• At the bottom of your browser the downloaded files will appear.



#### Step 9

 Open File Explorer and browse to Downloads (Windows). Open Finder and browse to Downloads (Mac). You will need to create a folder in your OneDrive for the Zoom recordings to be stored (see below).



• Now that the Zoom Cloud recording files have been downloaded you will create a Zoom Recordings folder in your OneDrive to store your recording files in Step 10.

## Creating a Zoom Recording Folder on your OneDrive

Collapse				0	Organize
Open in new window			access >		-
Pin to Quick access					✓ Frequent
📤 🛛 Add to VLC media play	ver's Playlist				~ Frequent
🚖 Play with VLC media pl	ayer			*	
<ul> <li>View online</li> </ul>			1	*	
Settings			1	*	
Always keep on this de	evice		1	*	A
Free up space			1		
7-Zip		>	Maryland Baltimore		ess
CRC SHA		>	1		
Give access to		>	1		
Restore previous version	ons		aryland Baltimore		
Spirion		>			
Scan for Viruses			1		
Include in library		>	1		✓ Recent fil
Pin to Start			1		
Send to		>		~	
Сору					
New		>	found in y	our	user's <i>Pic</i> i

- Open File Explorer (Windows) or Finder (Mac). Scroll down to your OneDrive folder.
- Right click on the OneDrive folder and hover your mouse over New

•	Select Folder				
	Spirion	>	aryiana balamore		$\odot$
	Scan for Viruses Include in library Pin to Start	>			∼ Recen
	Send to	>		~	U
	Сору				
	New		📜 Folder		/
	Properties				

• Under your OneDrive folder a box will appear asking to name the New Folder. Name it Zoom Recordings.



• Now you can proceed with moving Zoom Cloud recordings to OneDrive.

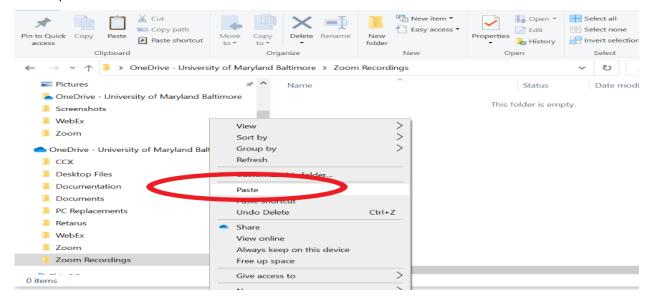
## Step 11

• From the Downloads folder right click on the Zoom Cloud recording files you are moving to your OneDrive and select Copy. (You can select multiples files to copy by selecting the first file with your mouse and holding down the shift key and selecting the last file to copy).

				Duc mouned	
	Open				
	Cast to Device	>	210205-145536_Justin-Mar (4)	4/29/2021 9:50 AM	M4A File
-	Move to OneDrive		210205-145536_Justin-Mar.cc (4).vtt	4/29/2021 9:50 AM	VTT File
	7-Zip	>	210205-145536_Justin-Mar.transcript (3)	4/29/2021 9:50 AM	VTT File
	CRC SHA	>	210205-145536_Justin-Mar (3)	4/29/2021 9:48 AM	M4A File
	Spirion	>	210205-145536_Justin-Mar.cc (3).vtt	4/29/2021 9:48 AM	VTT File
	Scan for Viruses		210205-145536_Justin-Mar.transcript (2)	4/29/2021 9:48 AM	VTT File
B	Share		210205-145536_Justin-Mar_640x360 (2)	4/29/2021 9:48 AM	MP4 Video File (VLC)
	Open with	>	week (5)		
	Give access to	~	210205-145536_Justin-Mar.cc (2).vtt	4/27/2021 11:55 AM	VTT File
			210205-145536_Justin-Mar (2)	4/27/2021 11:55 AM	M4A File
	Restore previous versions		210205-145536_Justin-Mar (1)	4/27/2021 11:55 AM	M4A File
	Send to	>	210205-145536_Justin-Mar.transcript (1)	4/27/2021 11:55 AM	VTT File
			210205-145536_Justin-Mar_640x360 (1)	4/27/2021 11:55 AM	MP4 Video File (VLC)
	Сору		12)		

#### Step 12

• Select your Zoom Recordings folder in your OneDrive. Right click in the center of the empty space and select Paste.



#### Step 13

• The file should now appear in your Zoom Recordings folder on your OneDrive.

$\leftarrow \ \rightarrow \ \mathbf{}$	← → ▼ ↑ 🖡 > OneDrive - University of Maryland Baltimore > Zoom Recordings						ບ ຂ	earch Zoom Recordings
Nicture Picture	s x	^	Name	Status	#	Title		Contributing artists
📥 OneDr	ive - University of Maryland Baltimore		omt20210205-145536	$\odot$				
Screen	shots	а.		Ŭ				
📜 WebE>	(							
📜 Zoom								

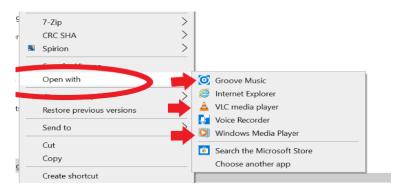
• Dragging and dropping the files from your Downloads folder to your Zoom Recordings folder is also an option.

#### Step 14

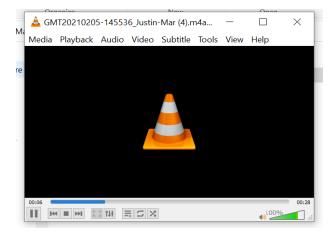
• Once the files have transferred to your Zoom Recordings folder. Go to your Zoom Recordings folder and play one of the recordings to verify they have transferred successfully. Right click on the file and select Open.

📕   🛃 💻 =		Play	Zoom Recordings
File Home	Share View	Music Tools	
Pin to Quick Copy	Paste Daste sho	h d course	Copy Delete Rename
Cli	Open		
← → ~ ↑	Cast to Devi	ce	e > Zoom l
Pictures	<ul> <li>Share</li> <li>View online</li> </ul>		. ^
OneDrive -	Version histo	ory	MT20210205
Screenshots	Always keep	on this device	
- WebEx	Free up space	ce	
Zoom	7-Zip		>

- This will open an audio player application (ex. Windows Media Player, VLC).
- You can also select which audio player to open the file with. Right click on the file and select Open with (Recommended that the file is open with VLC, Windows Media Player, Groove Music).



• Below is an example of opening a file with VLC media player.



- Select the Play option on your audio player to test if the Zoom Recording is working properly.
- Once you have tested and the transfer was successful. You can begin to delete the Cloud Recordings from your Zoom portal.

• To delete the Cloud Recording from Zoom see Step 15 below.

#### **Delete Cloud Recordings**

#### Step 15

- Before deleting; verify that the recordings have been moved to your OneDrive (Step 14).
- To individually delete recordings; go back to your Zoom account via the web and select Delete next to the recordings that you have successfully transferred to your OneDrive folder.

Justin Marzola's Personal Meeting Room	342 848 2880	Feb 5, 2021 09:54 AM	4 Files (941	l KB)	Share More -
Justin Marzola's Zoom Meeting	975 3653 9818	Oct 21, 2020 02:31 PM	3 Files (37	Downloa Delete	d (4 files)

• To delete multiple recordings click on the check boxes next to each recording and select the Delete Selected or Delete All.

	Торіс	ID	Start Time	File Size	
	Justin Marzola's Personal Meeting Room	342 848 2880	Feb 5, 2021 09:54 AM	4 Files (941 KB)	Share More -
2	Justin Marzola's Zoom Meeting	975 3653 9818	Oct 21, 2020 02:31 PM	3 Files (377 KB)	Share

## Step 16

• After selecting delete Zoom will prompt you to confirm. Select Yes

# Confirmation

Move all files of this recording to trash?



## Step 17

• The file will remain in your Trash for 30 days and can be recovered within this timeframe. Be sure to regularly check your Trash. Select Trash to view deleted cloud recordings.

De	elete Selected Delete All				Trash (1)
	Торіс	ID	Start Time	File Size	
	Justin Marzola's Zoom Meeting	975 3653 9818	Oct 21, 2020 02:31	3 Files (377 KB)	Share
			PM		More -

## Step 18

• You will be given the option to Empty Trash, Recover or Delete.

Recordings > Trash					
Deleted Meeting Recordings	Deleted Red	cording files			Empty Trash
Your recording files will be saved for 30	days. These files	will not count as part of	your total stora	ige allowance.	
From 03/30/2021 To 04/29/	2021	earch by meeting num	ber	Search Export	
🗌 Торіс	ID	Start Time	File Size	Delete Time	
<ul> <li>Justin Marzola's Personal Meeting R</li> </ul>	oom 342 848 2880	Feb 5, 2021 09:54 AM	4 Files (941 k	(B) Apr 29, 2021 10:08 AM	Recover Delete
	2000				Delete

## Transferring Zoom Cloud Recordings via the OneDrive web application in Office 365.

- Files can also be transferred from the Downloads folder via your Office 365 account. Sign in to <a href="https://www.office.com/">https://www.office.com/</a>.
- Select the OneDrive application in the left hand tool bar.



• In OneDrive on the web application select the drop down arrow next to Upload.



• Select Files or Folder. This will open up File Explorer (Windows) or Finder (Mac).

• From there you can select the Zoom Recording files from your Downloads folder and Click Open.

🖌 🧢 This PC	Name	Date modified	Туре
> 🧊 3D Objects	~ Today (7)		
> 📃 Desktop	GMT20210205-145536_Justin-Mar (4)	4/29/2021 9:50 AM	M4A
> 🗎 Documents	GMT20210205-145536_Justin-Mar.cc (4)	4/29/2021 9:50 AM	VTT F
> 🦊 Downloads	GMT20210205-145536_Justin-Mar.transc	4/29/2021 9:50 AM	VTT F
> 🎝 Music	GMT20210205-145536_Justin-Mar (3)	4/29/2021 9:48 AM	M4A
>	GMT20210205-145536_Justin-Mar.cc (3)	4/29/2021 9:48 AM	VTT F
	GMT20210205-145536_Justin-Mar.transc	4/29/2021 9:48 AM	VTT F
> 🙀 Videos	📥 GMT20210205-145536_Justin-Mar_640x	4/29/2021 9:48 AM	MP4
<ul> <li>Local Disk (C:)</li> <li>CITS (P:)</li> </ul>	Earlier this week (5)		
> 🥪 Encrypted (Q:)	GMT20210205-145536_Justin-Mar.cc (2)	4/27/2021 11:55 AM	VTTF
		2/3//3034 44.EE AKA	>
Fil	name: GMT20210205-145536_Justin-Mar_64C 🗡	All Files Open Car	~ icel

• The file or files will begin to appear in your OneDrive files on the web application. The file transfer time depends on how many files and/or the size of the files. The bigger the file size the longer it will take to transfer.

My files									
6	C	Name $^{\vee}$	Modified $\vee$	Modified By $^{\smallsetminus}$	File size 🔨	Sharing			
	Þ	GMT20210205-145536_Justin-Mar_640x360	A few seconds ago	Marzola, Justin	505 КВ				
		ССХ	December 15, 2020	warzola, Justin	6 items	Private			