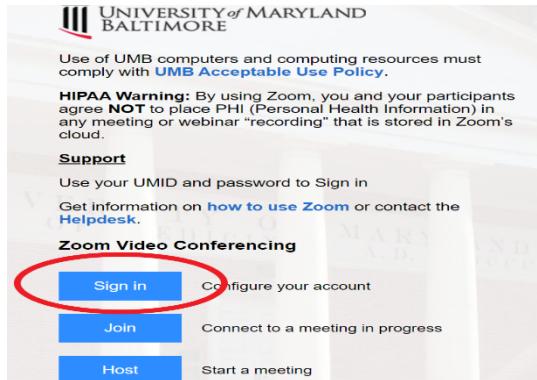


# Moving Zoom Cloud Recordings to OneDrive

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 <https://umaryland.zoom.us/>.
- Select Sign-In



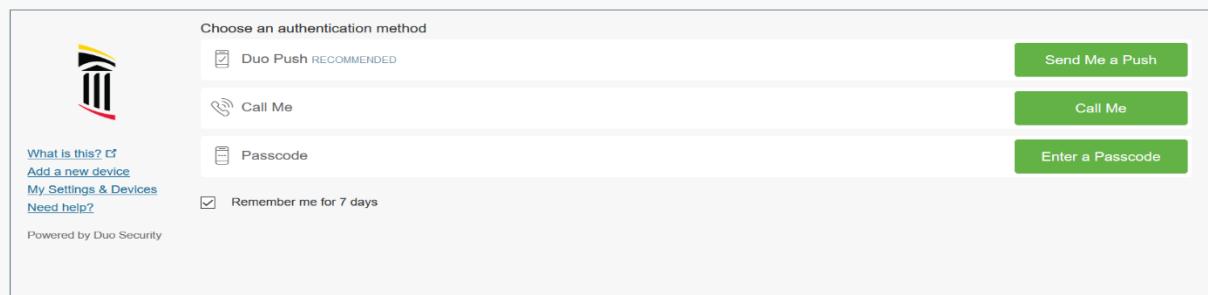
## Step 2

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

A screenshot of the UMBC Single Sign-On login page. At the top, the University of Maryland Baltimore logo is displayed. Below it, there are two input fields: "UMID:" and "Password:". A large blue "Login" button is positioned below the password field. At the bottom of the page, there are links for "Forgot Password?", "First Time User, Setup Your Password", and "OneCard Guest Deposit". The text "This is shibprd5." is displayed. To the right of the login form, there is a "What is the UMID?" section with a definition and a "Learn more about the UMID" link. There is also a "Multi-Factor Authentication" section with a "DUO" logo and a definition, along with a "Learn more about MFA" link.

## 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

Call Me Call Me

Passcode Enter a Passcode

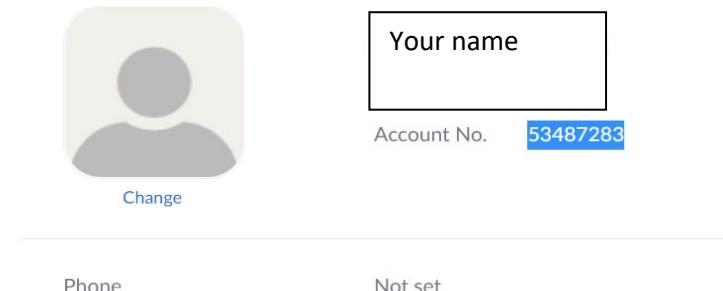
Remember me for 7 days

What is this? [?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Powered by Duo Security

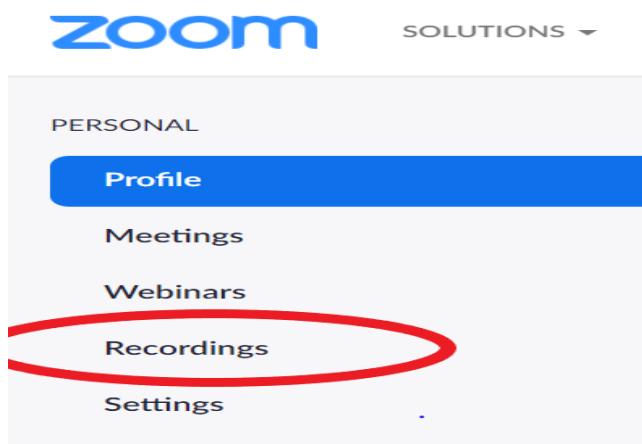
#### Step 4

- 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  Export

Delete Selected Delete 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).

<input type="checkbox"/> Topic	ID	Start Time	File Size	
<input type="checkbox"/> Justin Marzola's Personal Meeting Room	342 848 2880	Feb 5, 2021 09:54 AM	4 Files 941 KB	<input type="button" value="Share..."/> <input type="button" value="More ▾"/>
<input type="checkbox"/> Justin Marzola's Zoom Meeting	975 3653 9818	Oct 21, 2020 02:31 PM	3 Files (37)	<input type="button" value="Download (4 files)"/> <input type="button" value="Delete"/>

## Step 8

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



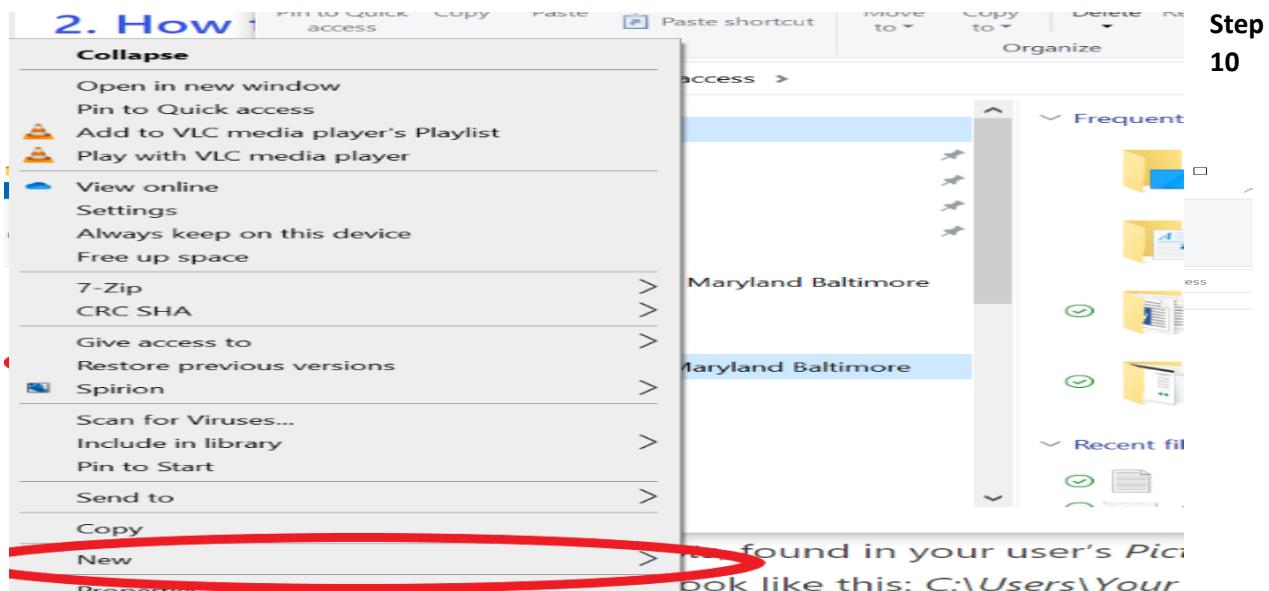
## Step 9

- 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).



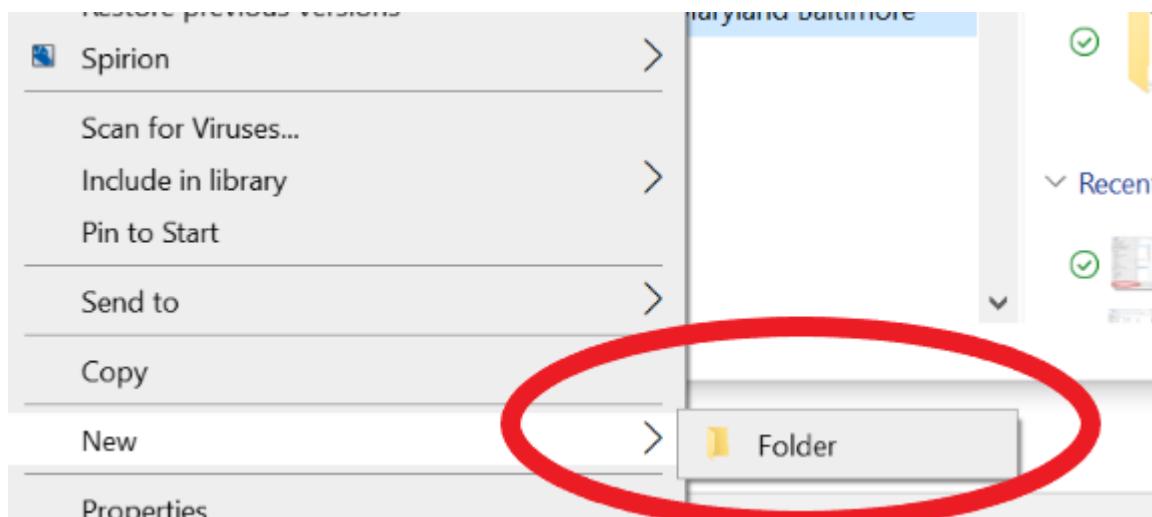
- Now that the Zoom Cloud recording files have been downloaded you will create a Zoom Recordings folder in your OneDrive to store your recording files in Step 10.

### Creating a Zoom Recording Folder on your OneDrive



- 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



- 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.

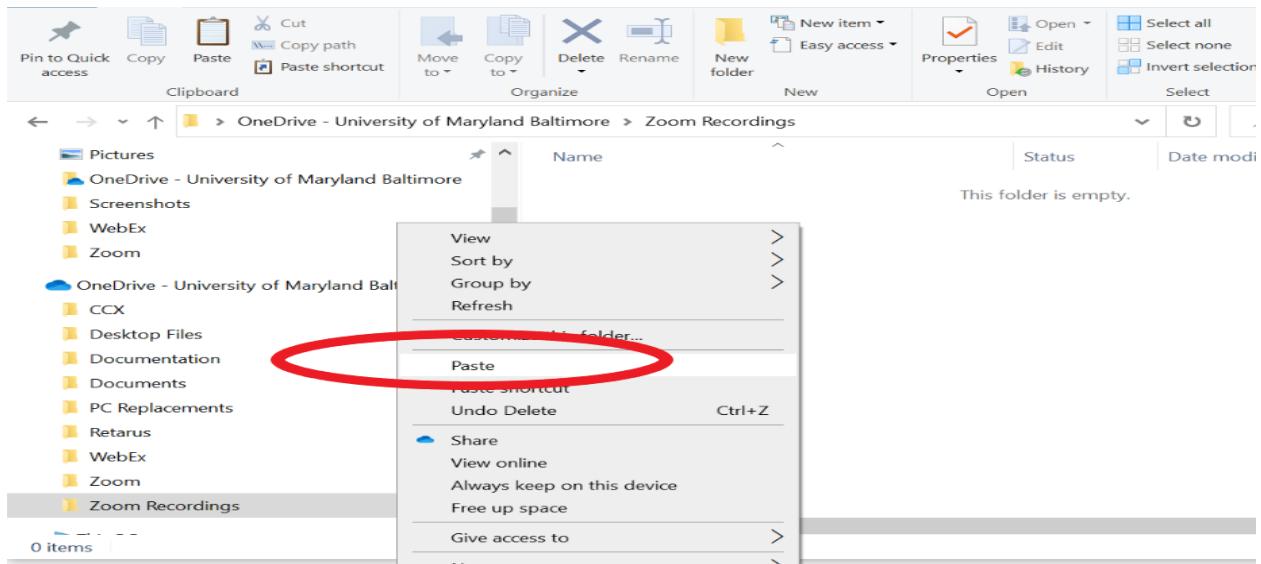
### Step 11

- 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).



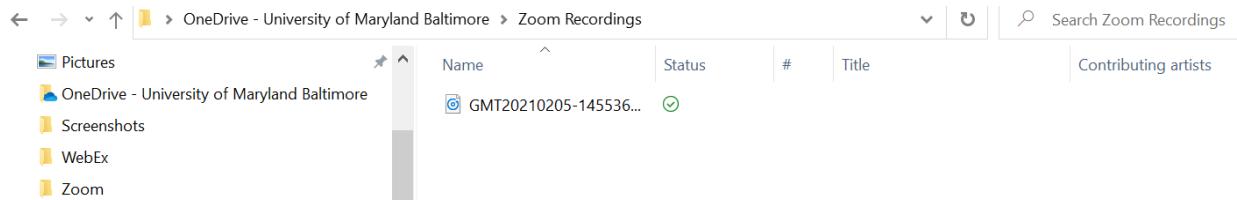
## Step 12

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



## Step 13

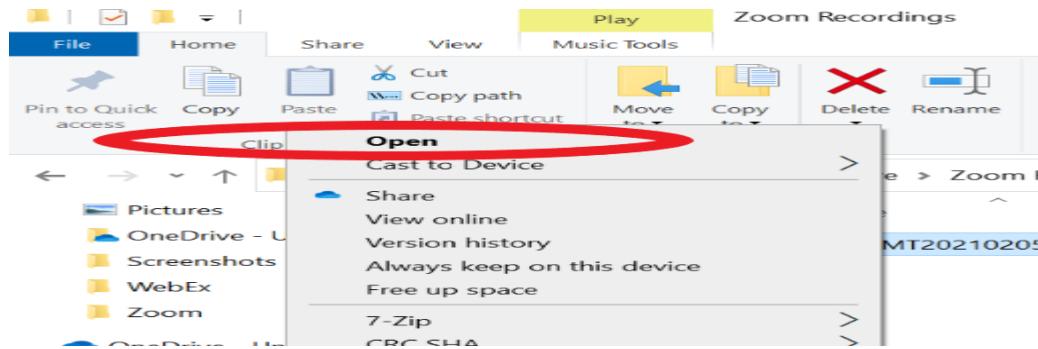
- The file should now appear in your Zoom Recordings folder on your OneDrive.



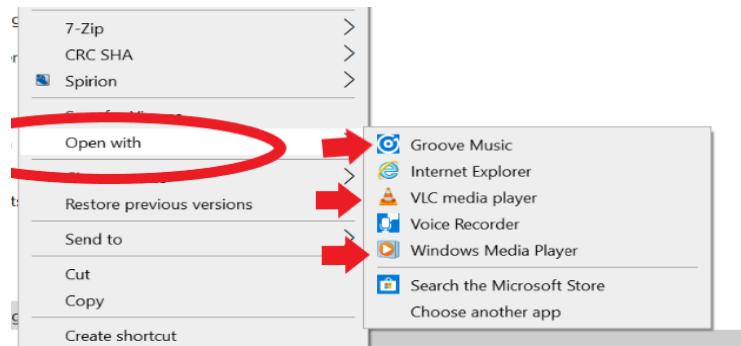
- Dragging and dropping the files from your Downloads folder to your Zoom Recordings folder is also an option.

## Step 14

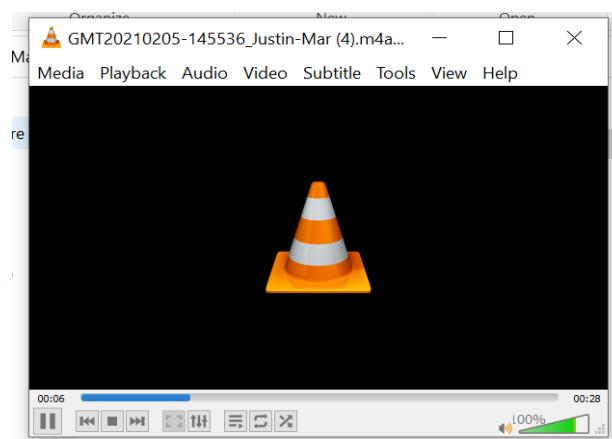
- Once the files have transferred to your Zoom Recordings folder. Go to your Zoom Recordings folder and play one of the recordings to verify they have transferred successfully. Right click on the file and select Open.



- 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.



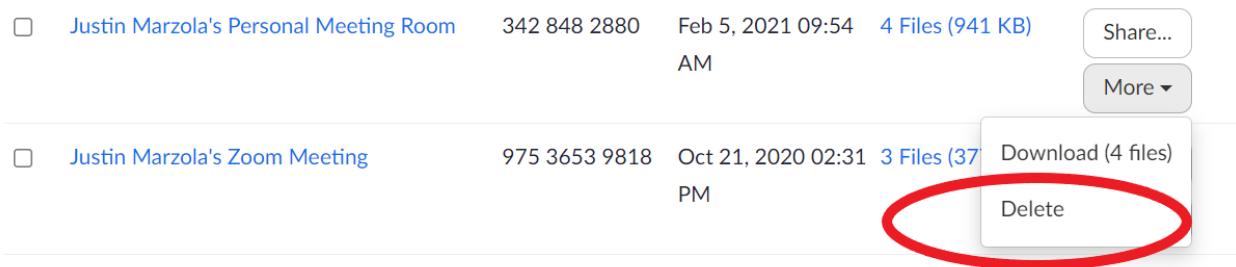
- Select the Play option on your audio player to test if the Zoom Recording is working properly.
- Once you have tested and the transfer was successful. You can begin to delete the Cloud Recordings from your Zoom portal.

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

## Delete Cloud Recordings

### Step 15

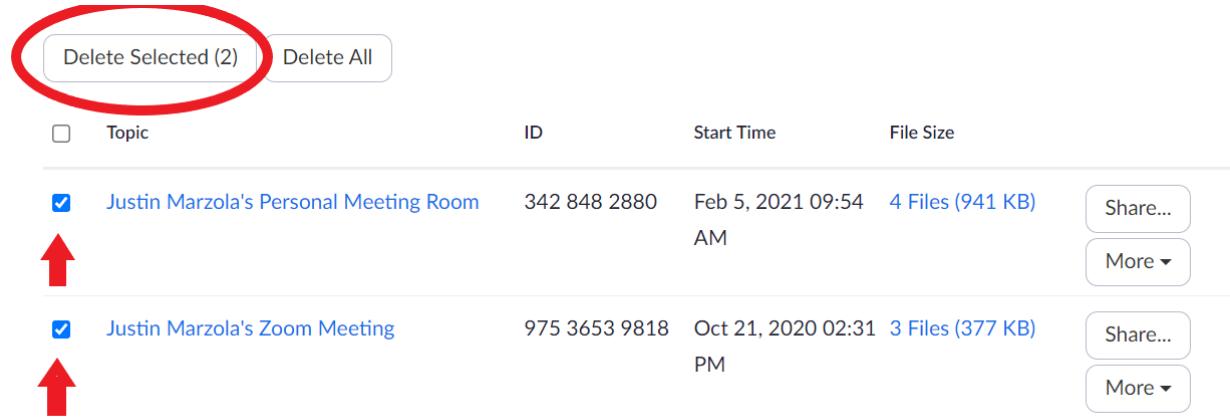
- Before deleting; verify that the recordings have been moved to your OneDrive (Step 14).
- To individually delete recordings; go back to your Zoom account via the web and select Delete next to the recordings that you have successfully transferred to your OneDrive folder.



Justin Marzola's Personal Meeting Room 342 848 2880 Feb 5, 2021 09:54 4 Files (941 KB)  
AM Share... More ▾

Justin Marzola's Zoom Meeting 975 3653 9818 Oct 21, 2020 02:31 3 Files (37 KB) Download (4 files)  
PM Delete

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



Topic ID Start Time File Size

Justin Marzola's Personal Meeting Room 342 848 2880 Feb 5, 2021 09:54 4 Files (941 KB)  
AM Share... More ▾

Justin Marzola's Zoom Meeting 975 3653 9818 Oct 21, 2020 02:31 3 Files (377 KB)  
PM Share... More ▾

Delete Selected (2) Delete All

### Step 16

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

# Confirmation

X

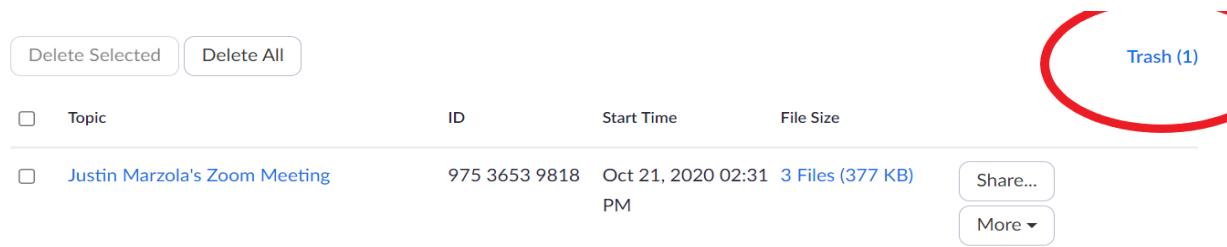
Move all files of this recording to trash?

Yes

No

## Step 17

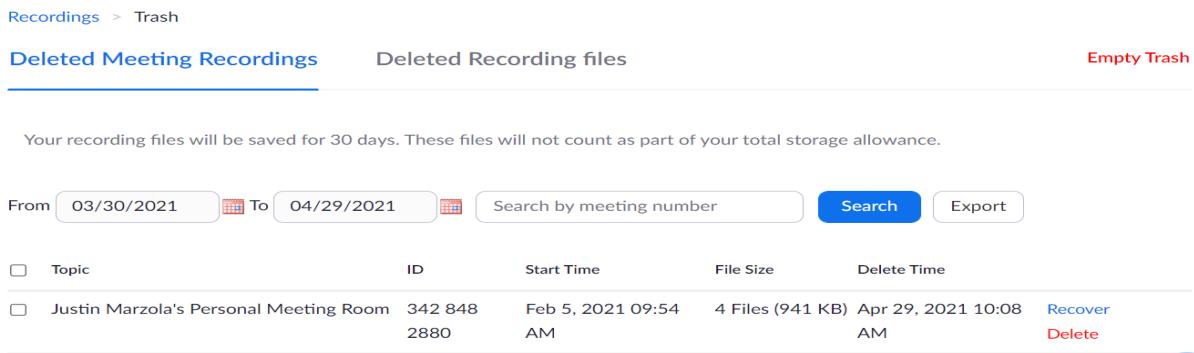
- The file will remain in your Trash for 30 days and can be recovered within this timeframe. Be sure to regularly check your Trash. Select Trash to view deleted cloud recordings.



<input type="checkbox"/> Topic	ID	Start Time	File Size
<input type="checkbox"/> Justin Marzola's Zoom Meeting	975 3653 9818	Oct 21, 2020 02:31 PM	3 Files (377 KB)

## Step 18

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



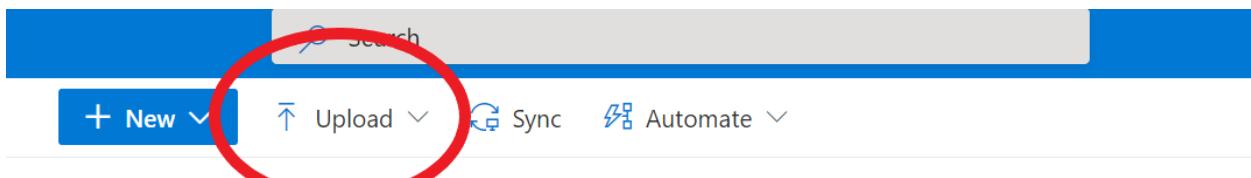
<input type="checkbox"/> Topic	ID	Start Time	File Size	Delete Time
<input type="checkbox"/> Justin Marzola's Personal Meeting Room	342 848 2880	Feb 5, 2021 09:54 AM	4 Files (941 KB)	Apr 29, 2021 10:08 AM

**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 <https://www.office.com/>.
- Select the OneDrive application in the left hand tool bar.

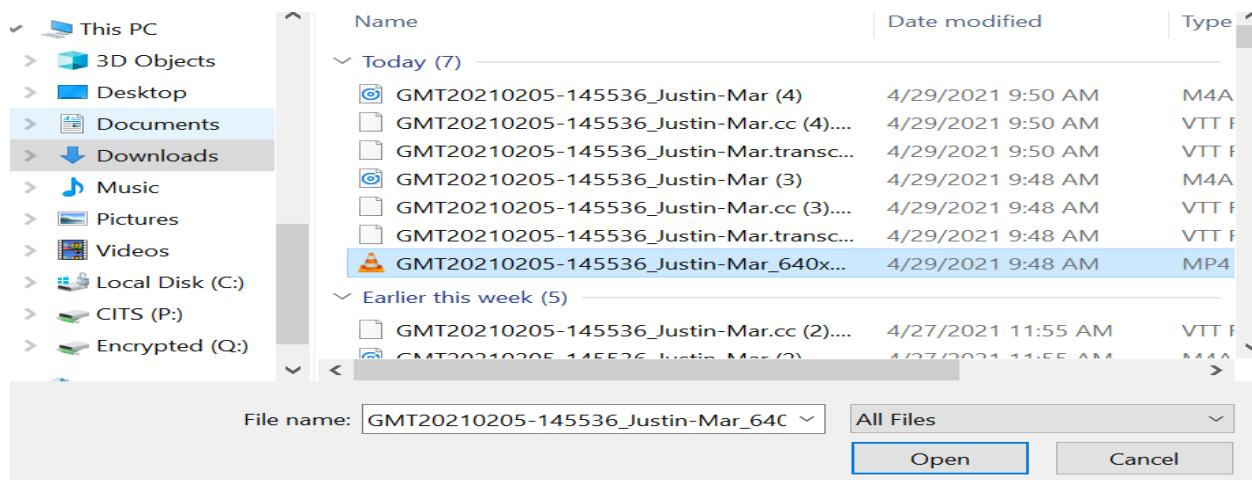


- In OneDrive on the web application select the drop down arrow next to Upload.



- 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.



- 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

Name	Modified	Modified By	File size	Sharing
GMT20210205-145536_Justin-Mar_640x360...	A few seconds ago	Marzola, Justin	505 KB	
CCX	December 15, 2020	Marzola, Justin	6 items	Private