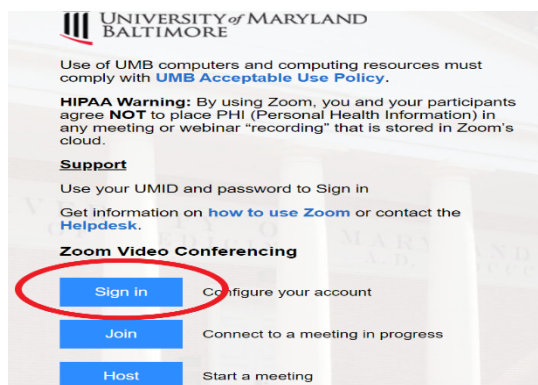


# Moving Zoom Cloud Recordings to OneDrive

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



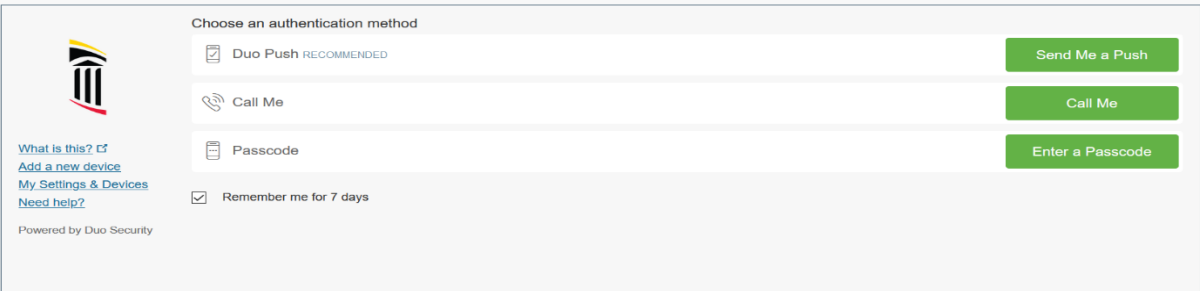
## Step 2

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

A screenshot of the University of Maryland Baltimore login page. The page has a dark header with the UMB logo. Below the header, there are two input fields for 'UMID:' and 'Password:'. A large blue 'Login' button is centered below these fields. To the right of the login fields, there is a 'What is the UMID?' section explaining the UMID and a 'Learn more about the UMID' link. Below the login button, there are three links: 'Forgot Password?', 'First Time User Setup Your Password', and 'OneCard Guest Deposit'. At the bottom left, there is a small text 'This is shibprd5'. On the right side, there is a 'Multi-Factor Authentication' section with a DIME logo and text explaining that UMID and password require MFA while on campus and off campus, with a 'Learn more about MFA' link.

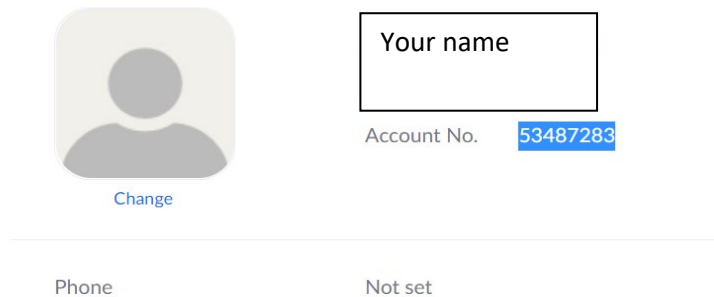
## Step 3

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



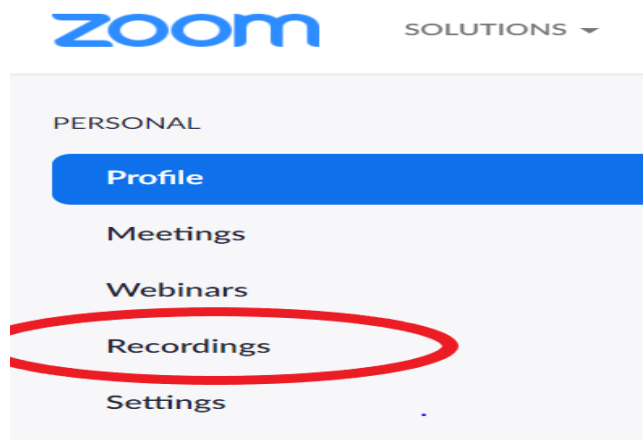
#### Step 4

- 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 Search Export

Delete Selected Delete All

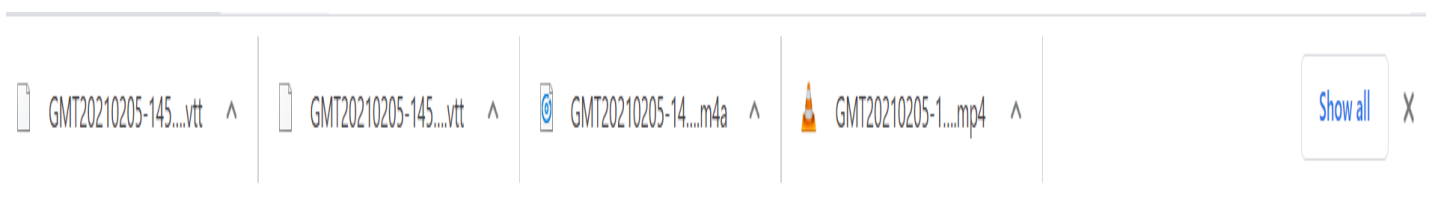
## Step 7

- 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) | Share...<br>More ▾           |
| <input type="checkbox"/> | Justin Marzola's Zoom Meeting          | 975 3653 9818 | Oct 21, 2020 02:31 PM | 3 Files (37 KB)  | Download (4 files)<br>Delete |

## Step 8

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



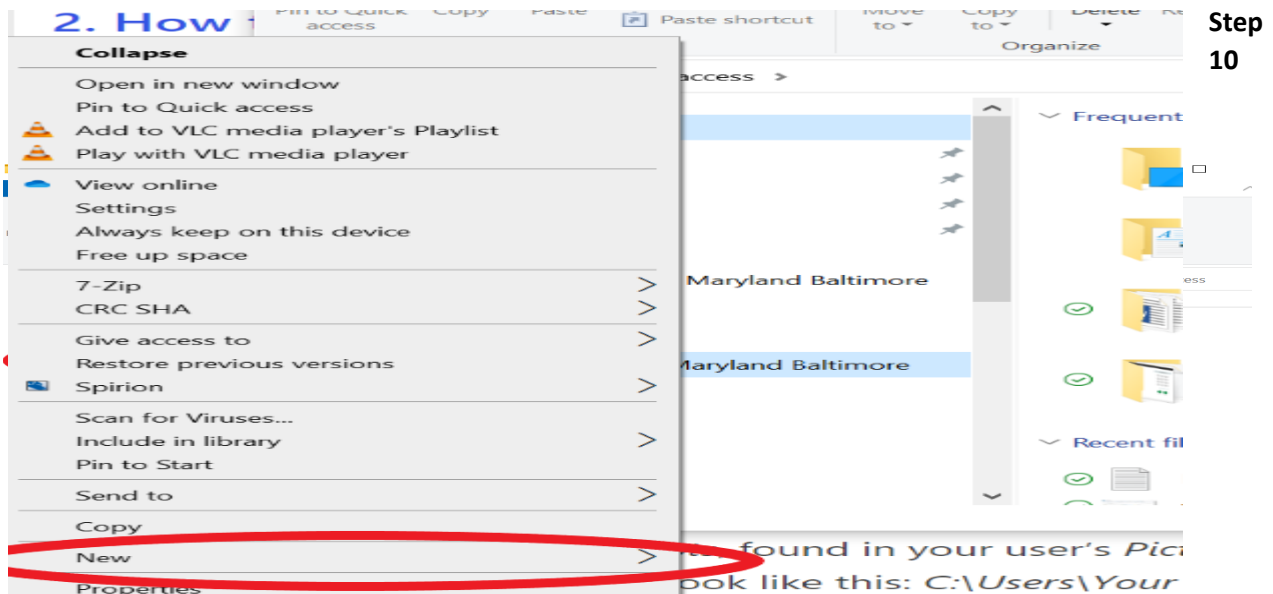
## Step 9

- 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).



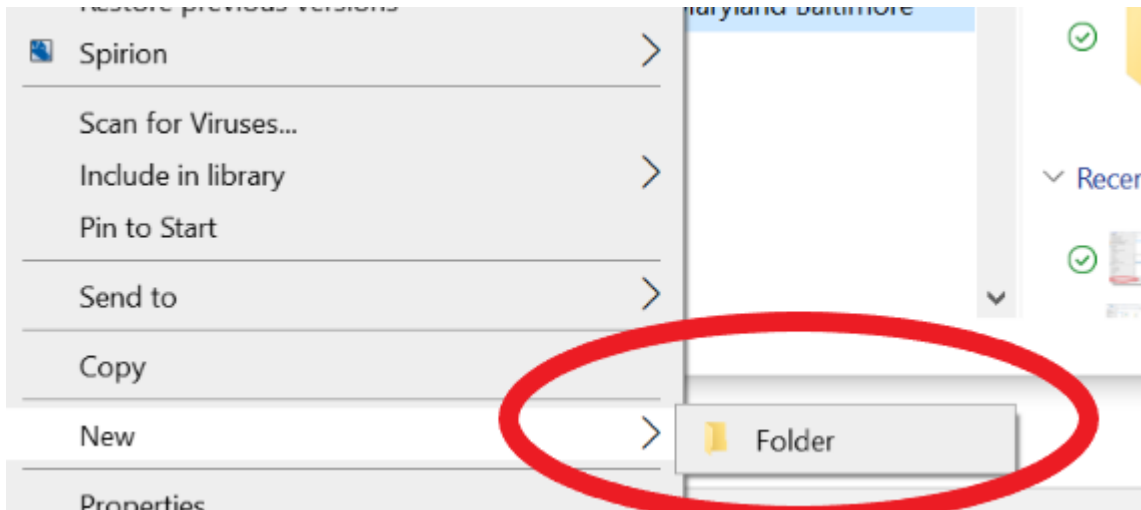
- Now that the Zoom Cloud recording files have been downloaded you will create a Zoom Recordings folder in your OneDrive to store your recording files in Step 10.

### 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.

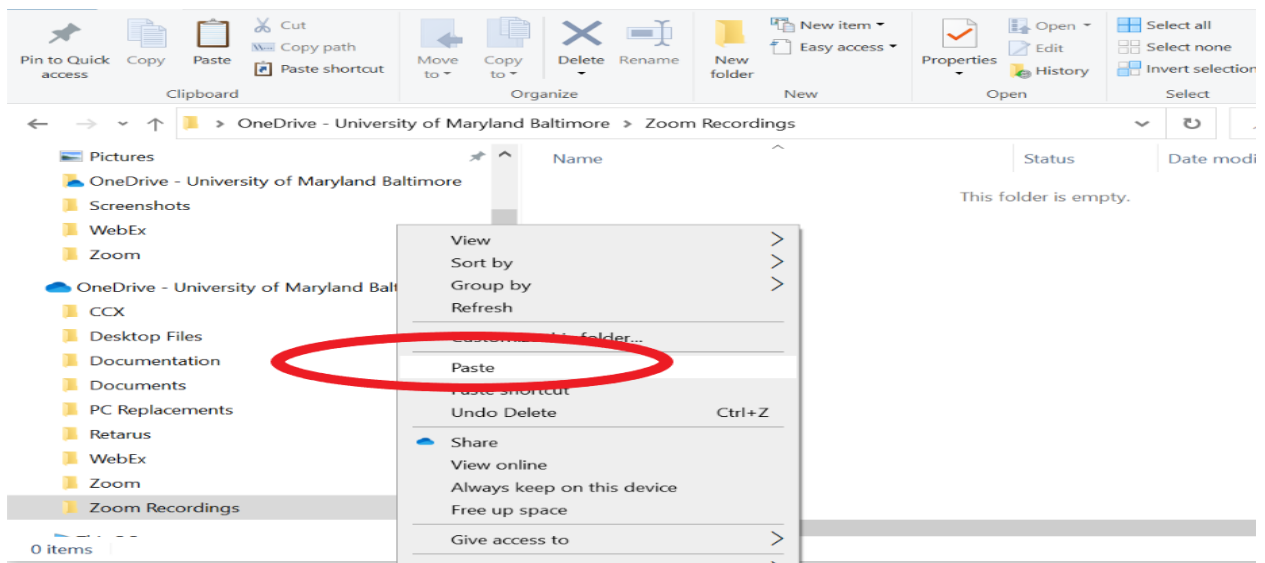
## Step 11

- 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).



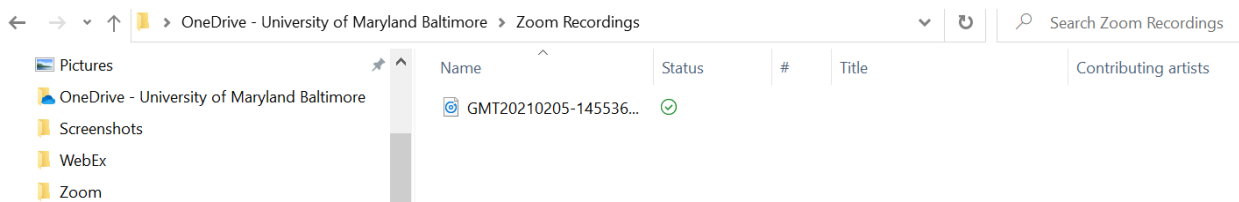
## Step 12

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



## Step 13

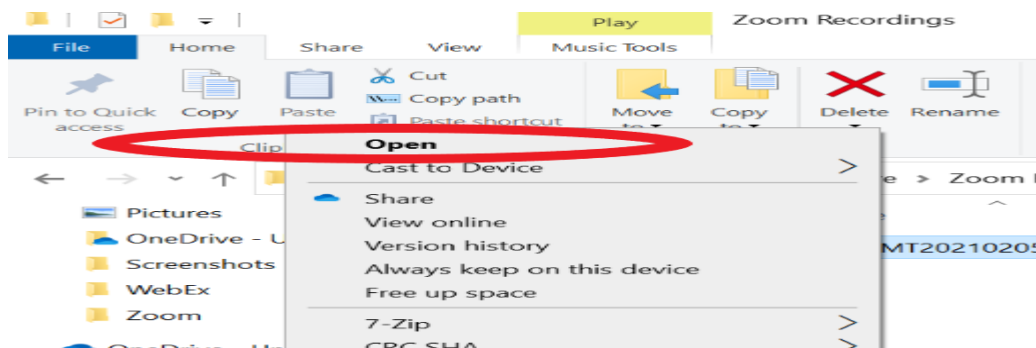
- The file should now appear in your Zoom Recordings folder on your OneDrive.



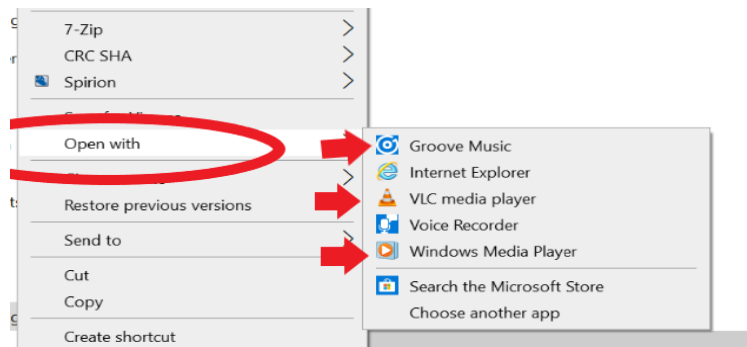
- Dragging and dropping the files from your Downloads folder to your Zoom Recordings folder is also an option.

## Step 14

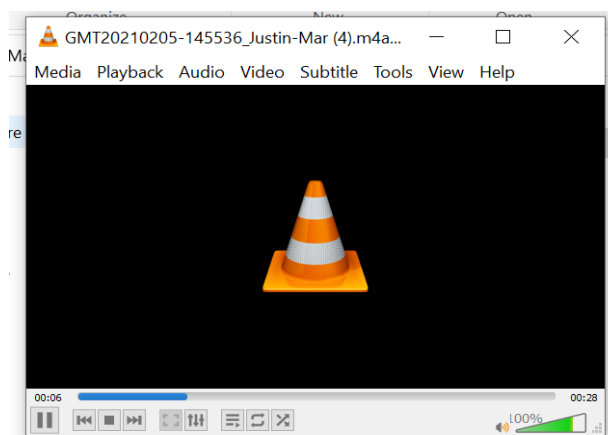
- Once the files have transferred to your Zoom Recordings folder. Go to your Zoom Recordings folder and play one of the recordings to verify they have transferred successfully. Right click on the file and select Open.



- 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.

|                          |  |               |                       |                  |                    |        |
|--------------------------|--|---------------|-----------------------|------------------|--------------------|--------|
| <input type="checkbox"/> | Justin Marzola's Personal Meeting Room | 342 848 2880  | Feb 5, 2021 09:54 AM  | 4 Files (941 KB) | Share...           | More ▾ |
| <input type="checkbox"/> | Justin Marzola's Zoom Meeting          | 975 3653 9818 | Oct 21, 2020 02:31 PM | 3 Files (377 KB) | Download (4 files) | Delete |

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

|                                     |  |               |                       |                  |          |        |
|-------------------------------------|--|---------------|-----------------------|------------------|----------|--------|
| <input type="checkbox"/>            | Topic                                  | ID            | Start Time            | File Size        |          |        |
| <input checked="" type="checkbox"/> | Justin Marzola's Personal Meeting Room | 342 848 2880  | Feb 5, 2021 09:54 AM  | 4 Files (941 KB) | Share... | More ▾ |
| <input checked="" type="checkbox"/> | Justin Marzola's Zoom Meeting          | 975 3653 9818 | Oct 21, 2020 02:31 PM | 3 Files (377 KB) | Share... | More ▾ |

### Step 16

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



# Confirmation



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.

Delete Selected

Delete All

Trash (1)

| <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) | <div>Share...</div> <div>More ▾</div> |

## Step 18

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

Recordings > Trash

Deleted Meeting Recordings

Deleted Recording files

Empty Trash

Your recording files will be saved for 30 days. These files will not count as part of your total storage allowance.

From

03/30/2021

To

04/29/2021

Search by meeting number

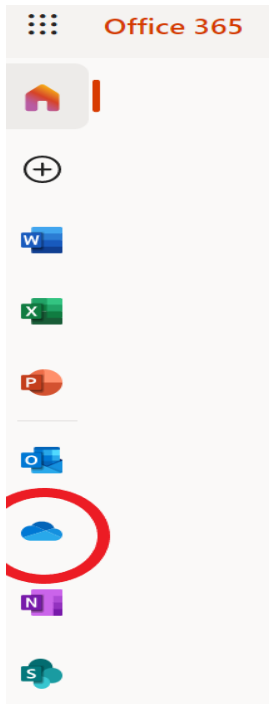
Search

Export

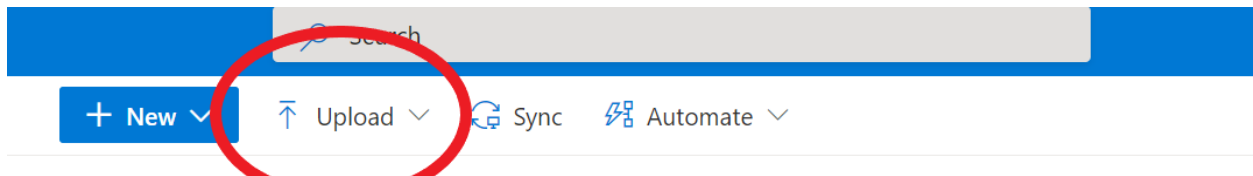
| <input type="checkbox"/> | Topic                                  | ID           | Start Time           | File Size        | Delete Time           |                                      |
|--------------------------|--|--------------|----------------------|------------------|-----------------------|--------------------------------------|
| <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 | <div>Recover</div> <div>Delete</div> |

### 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 |