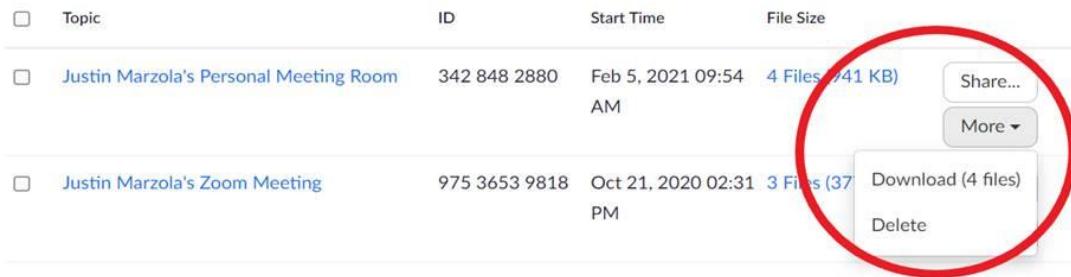**Zoom Recording Guide**

In order to control storage costs in Zoom, cloud recordings are retained for 365 days in the Zoom web portal. 365 days after a recording is made in Zoom, it will be sent to Zoom's recording trash for 30 days and then deleted permanently. Here are important things to note about Zoom cloud recordings:

- Any recording older than 365 days will immediately go to the recording trash in Zoom and it will be retained for 30 days.

- During those 30 days, Zoom users can go to their recording trash and recover any files they would like to keep. (Log into https://umaryland.zoom.us, click "Recordings", "Trash", "Recover" for the file in question and move it to OneDrive.

- Recordings saved to local hard drives are unaffected by this change.

Retain a Zoom Recording beyond 365 Day Retention Policy

- It is recommended that you manually download your recording files from Zoom and store them in OneDrive.

  1. To download your recording, go to https://umaryland.zoom.us and click the Sign In button. You will be directed to UMB's Single Sign-On page where you should log in with your UMID and password.

  2. Once you've logged in, click on the Recordings link on the left side of the page. You will see a list of all your recordings.

  3. Find the recording you want to download. Click the More button on the right side of the recording, and select Download from the list. Your files will be downloaded.

  4. Once you've downloaded your file, go the download folder on your PC and move it to OneDrive.