

Uploading Your Zoom Recording to Google Drive

Zoom's available cloud-recording space for DePauw accounts is limited.

We recommend the following best-practices regarding making cloud recordings in Zoom:

- Only record meetings that you intend to share with others, or to review for your own use.
- Do not record meetings that contain potentially-privileged information, such as advising appointments.
- When setting up new meetings, do not select "automatically record meeting." This will have an added benefit of giving you a chance to ask participants to give consent to record.

Zoom recordings are stored on your Zoom account for a limited time.

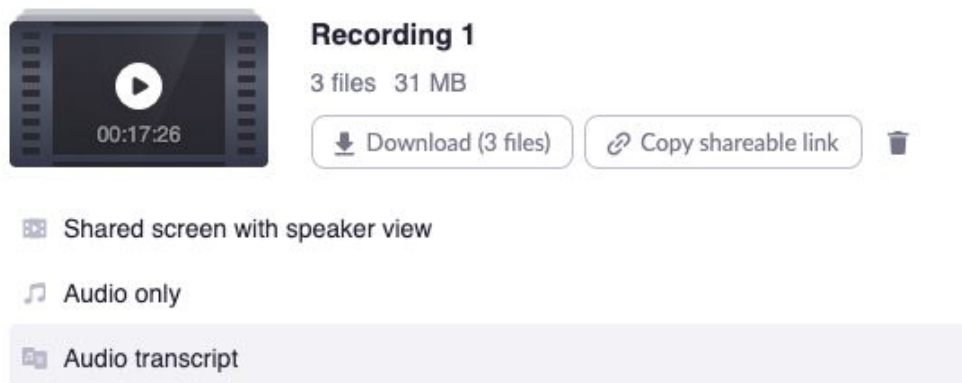
DePauw Zoom meeting cloud-recordings older than 45 days will be deleted from Zoom's servers, **beginning on Thursday, October 1**. To keep Zoom recordings long-term, you will need to copy them to your Google Drive.

To upload Zoom cloud recordings to your Google Drive, you will need to download them first from your Zoom account. Here are the steps you will need to follow to download them from Zoom:

- Log into your Zoom account at <https://zoom.us>
- Click the Recording menu option on the left-hand side of the screen to display your list of Cloud Recordings
- Select the recording you want to download by clicking on the title.

*Please note: if you have Zoom recordings saved **locally**, you should be able to directly upload them to Google Drive by selecting the file from where you stored it on your computer. If you cannot locate the file, select the Local Recording section next to the Cloud Recording title, and you will see a list of the recording and the path of where your file was stored on your computer.*

- A new window will appear with the details of your recording, similar to one pictured below



- Hit the download button next to the recording thumbnail which will actually download three files: a *.vtt transcript file*, a *.m4a audio only file*, and a *.mp4 video recording*. If you do not need all three files, you can select the option you need by clicking on one single line of the listed options below the thumbnail. Once the item is selected, you will get the option to download it. Make note of where you are downloading the file to on your computer.
- Once your file is downloaded to your computer, open it to make sure it is working before deleting the main file on your Zoom account.

To upload the file to your Google Drive and share your Zoom recording, go to your Google Drive with your DePauw Google account at <https://drive.google.com/> and drag/drop files there. [You may then share your recordings.](#)

If you have any questions, please feel free to contact the FITS team at fits@depauw.edu.