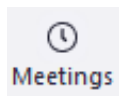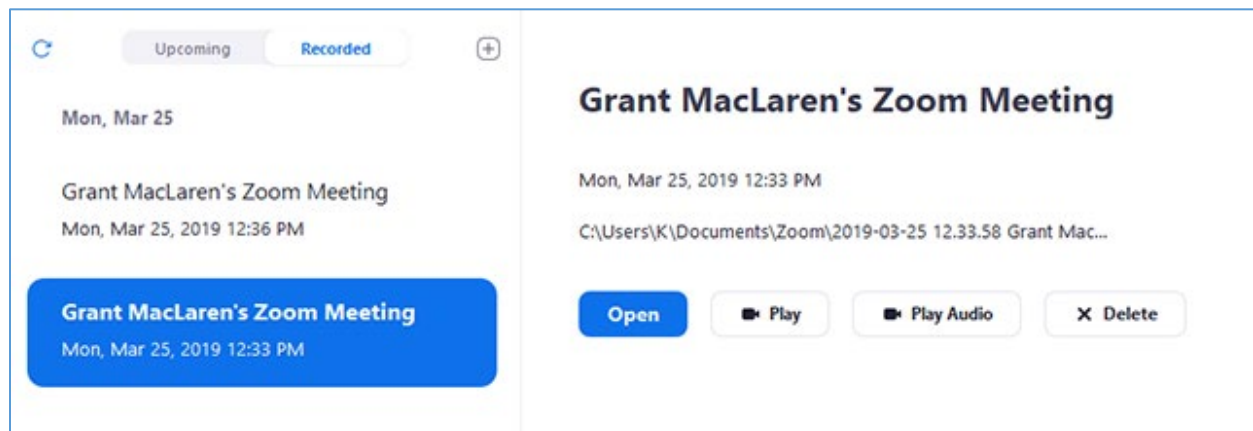# MANAGING RECORDINGS IN ZOOM

FIND AND VIEW RECORDINGS IN ZOOM DESKTOP APP

1. Login to the Zoom Client.

2. Click on **Meetings**.


3. Click the **Recorded** tab.


4. Select the recording you want to view.

    a. Local recordings will have the following options:

- **Play**: Play the video file.

- **Play Audio Only**: Play the audio-only file.

- **Open**: Open the folder where the recordings are stored.

- **Delete**: Delete this meeting recording from the Zoom client. The files will still be stored on your computer.

    b. Cloud recordings will only have the option to Open the recording. If you click Open, it will open your default web browser to the recording files on the Zoom web portal.

CHANGE THE DEFAULT RECORDING LOCATION FOR LOCAL RECORDINGS

1. Log in to the Zoom client.

2. Click on you profile picture, then click **Settings**.
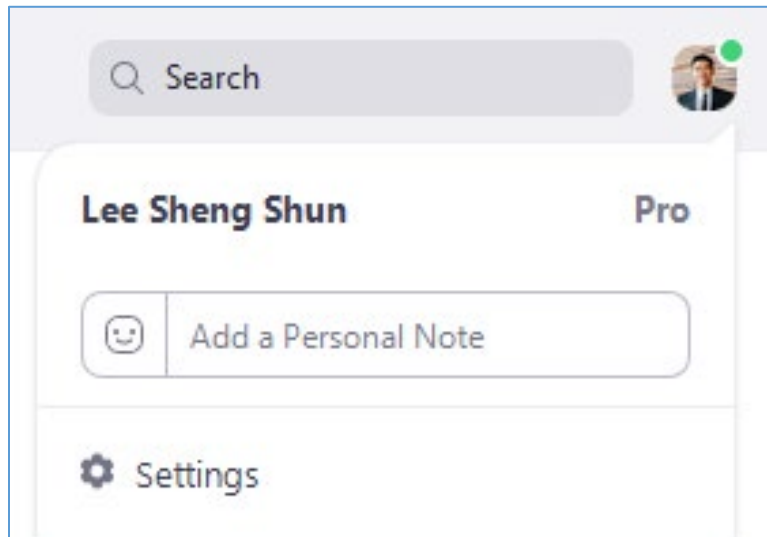
3. Click **Recording**.
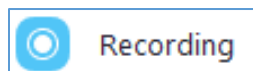
4. Click one of these options beside Local Recording.

      a. Click **Open** to open the folder where your local recordings are stored.

      b. Click **Change** to change the default recording location for your local recordings.

MANAGE RECORDING FROM THE UTSA ZOOM SITE

1. Navigate in your web browser to **utsa.zoom.us** and log in to your Zoom account.

2. Click on **Recordings** in the Menu Options on the left.
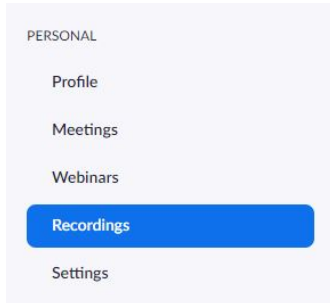
3. Click the **Cloud Recordings** tab to view meetings recorded to the cloud.
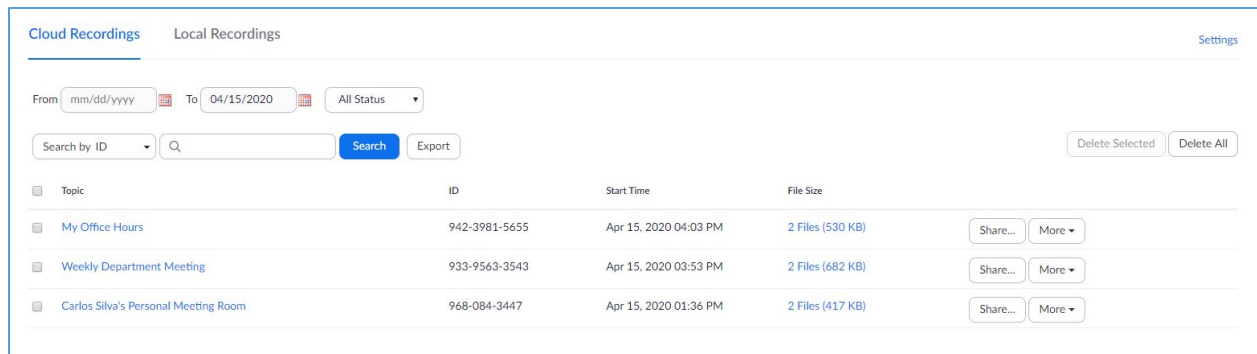
4. Manage **Cloud Recordings:**

      a. Search for videos using a specified date range.

      b. Filter search by status.

      c. Search for videos using Meeting ID.

      d. Delete files individually or in bulk.

      e. Click **More** to download the recording.

5. **Share** Cloud Recordings

    a. Click **Share** button for chosen video.

    b. Share recording **Publicly** or to **Authenticated Users**.

    c. Allow viewers to download.

    d. Make your video On-demand. On-demand videos require users to register before viewing.

    e. Protect your video with a password.

    f. Copy video info including Topic, Recording Link, and Password to the Clipboard to share with others.
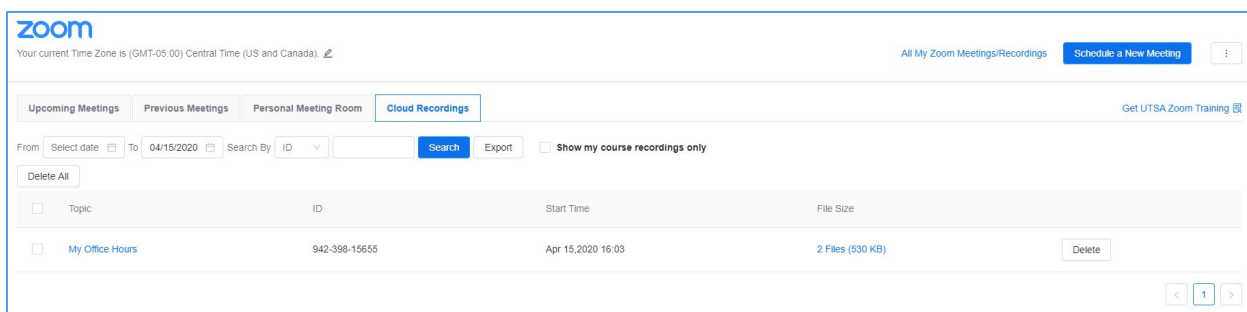
# MANAGING ZOOM CLOUD RECORDINGS IN BLACKBOARD

1. Log in to Blackboard and navigate to your course.

2. Click on Zoom in the Course Menu.
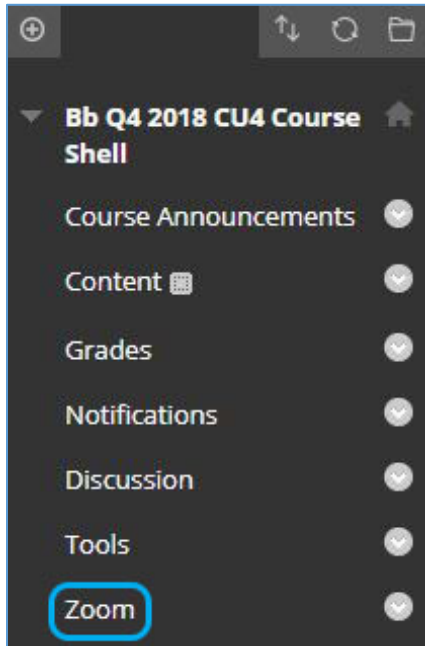
3. Click Cloud Recording tab.

4. Delete individual or multiple videos.

5. Click on video **Topic** for additional **Recording Details**.

6. Click on video thumbnail to view video in a new tab.

7. Click **Download** to make a copy of the chosen file to your local computer.

8. The second file is an **Audio Only** file.
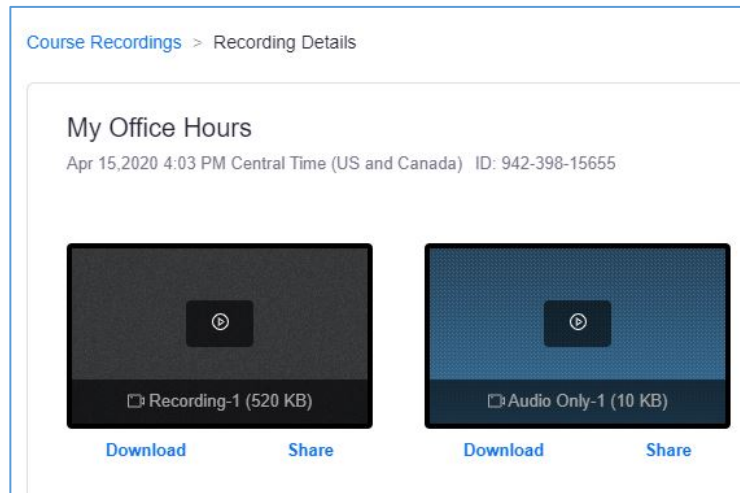
9. Click **Share** to copy a shareable link to your file of choice.
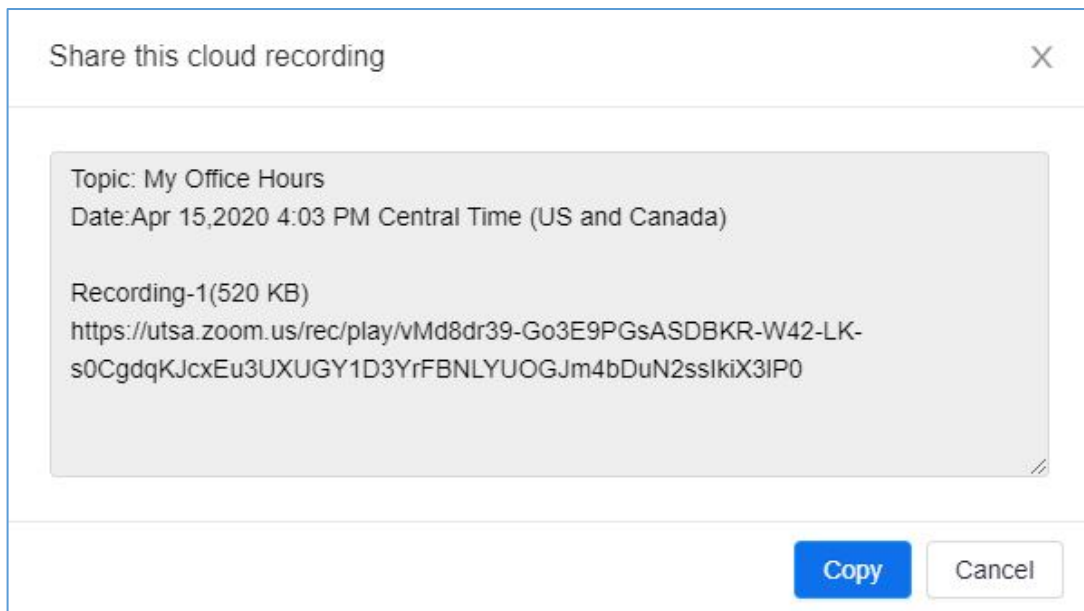
For assistance with Zoom contact Academic Innovation:
academicinnovation@utsa.edu or (210) 458-4520