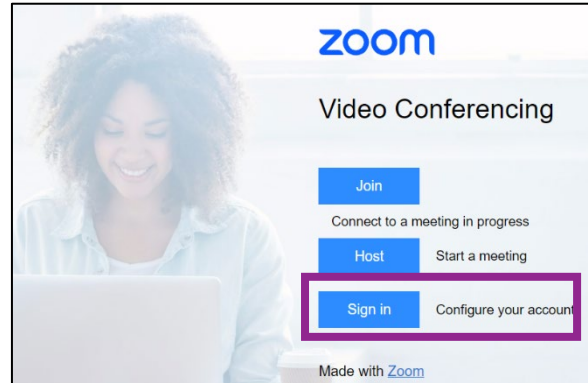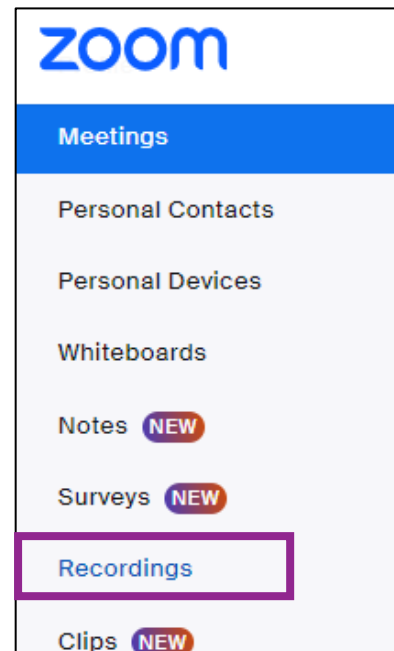# Downloading Recordings from Zoom (Cloud)

With Zoom, you have the option to save the recording of your session to your local computer or to save it to the cloud. Zoom is currently configured to *delete recordings from the cloud space after 30 days.*

Individuals are encouraged to save the resulting recording and its associated files (transcript, text chats, etc.) to OneDrive for longer-term storage and access.

1. Log in to the Zoom website:
   https://mstu.zoom.us

2. Click the **Sign In** button to log in with your MTSU credentials.

3. Select the **Recordings** option from the left-hand navigation.

4. The list of sessions recorded is displayed. Note the **Auto Delete** information, alerting you to when the recording will be deleted.

5. Under the *Topic* column, click the **Title** of the session for which you want to download the recording and associated files.
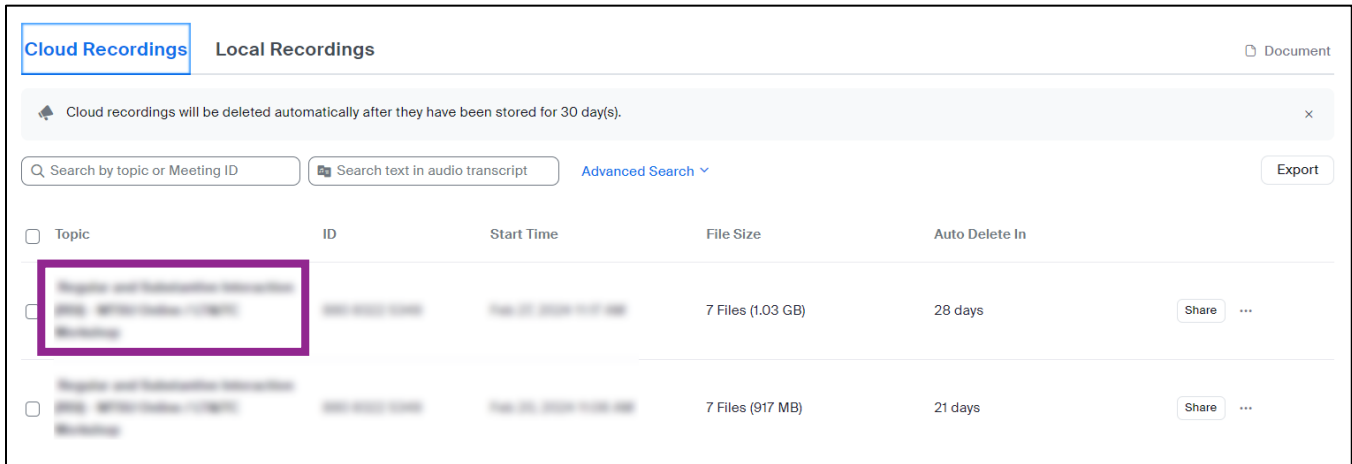
6. Zoom makes 7 files available for download.

   Shared Screen with Speaker View: recording of material shared on the screen with session participants and includes video in the upper right corner of the active speaker.

   Speaker View: recording of just the video of the active speaker.

   Gallery View: recording of just the video of the session participants.
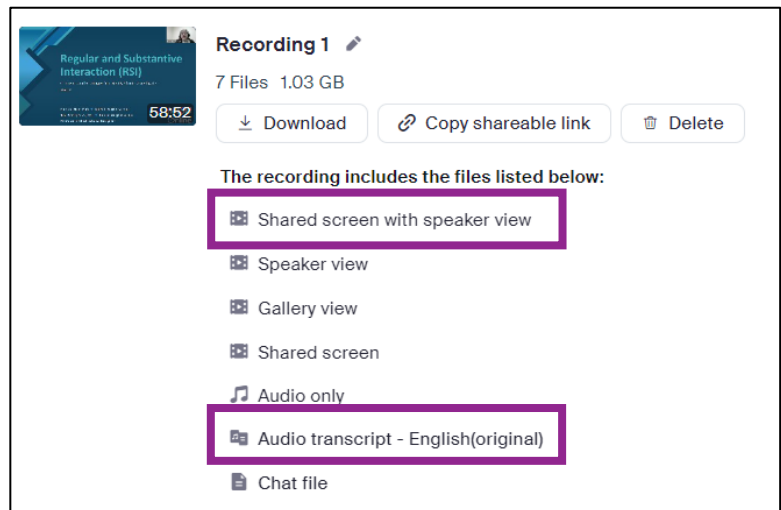

   Shared Screen: recording of only the content shared on the screen with participants; no video of active speaker.

   Audio Only: recording of the audio from the session; no video.

   Audio Transcript – English (original): Text-based transcript file; will be used to *Closed Captions*.
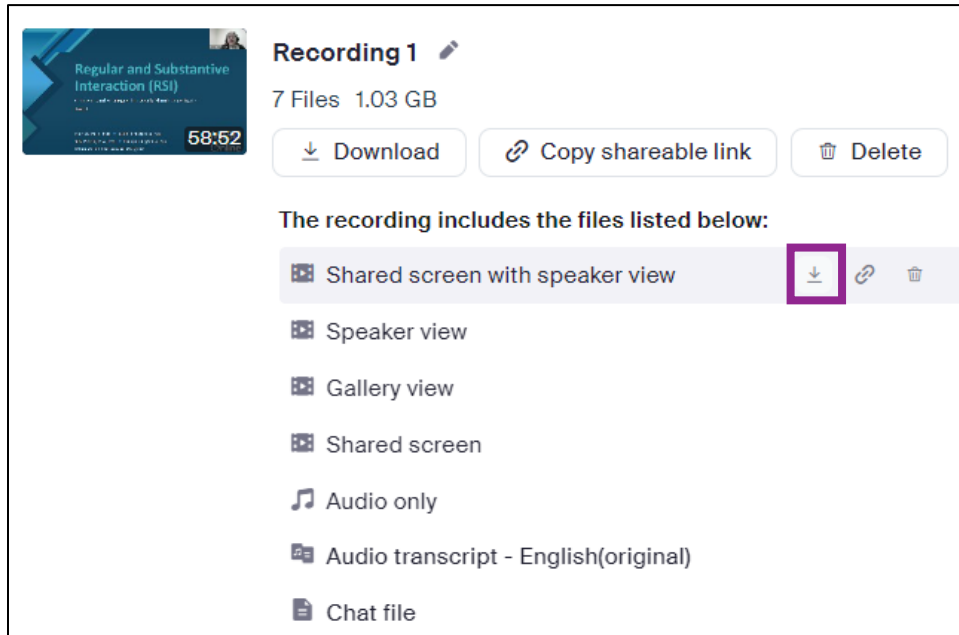
   Chat File: Text file of the messages shared between presenter and participants in the chat area of the session.

   *We recommend downloading the **Shared Screen with Speaker View** or the **Shared Screen** video AND the **Audio Transcript** file.*

7. To download the file, hover over the entry and click the **Download** icon.

The file will be downloaded to your computer to the Downloads folder or to whatever default download location is set for your web browser.

The file will be titled with a date and session identifier followed by the resolution or transcript identifier

Examples:
GMT20240227-171716_Recording_1920x1080.mp4 – this is the video file
GMT20240227-171716_Recording.transcript.vtt – this is the text transcript file for closed captioning

8. Locate the files and consider renaming them to something recognizable and associated with the contents.
GMT20240227-171716_Recording_1920x1080.mp4 → CourseXXXX-lecture01.mp4
GMT20240227-171716_Recording.transcript.vtt → CourseXXXX-lecture01-transcript.vtt

9. Move or copy the video (.mp4) and text transcript (.vtt) files to Microsoft OneDrive or other cloud storage that supports automatic backup and sharing options.