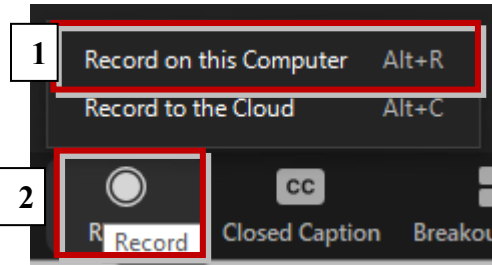


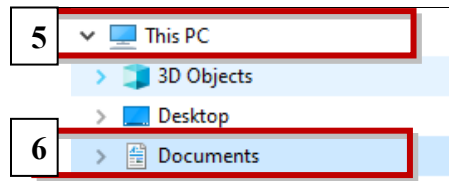
Record and retrieve Zoom recordings from your computer

You have recorded Zoom to your computer. Follow these instructions to retrieve and save it.



1. Open your Zoom meeting
2. When ready, click **Record**
3. Choose **Record to this Computer**

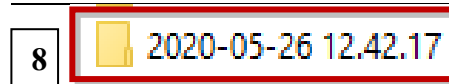
* **Note that this is the preferred recording option.** The recording is easier to access and download.



4. Open the **File Explorer** (My Computer)
5. Locate **This PC**
6. Click **Documents**



7. In *Documents*, locate and click the **Zoom Folder**

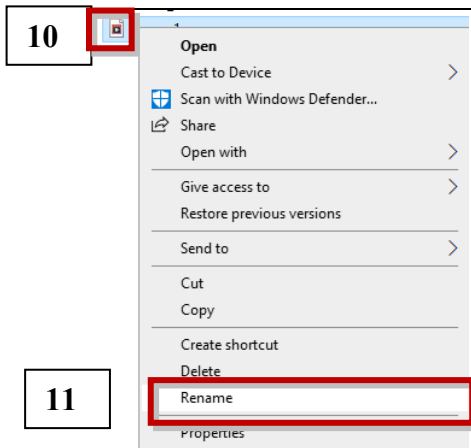


8. The folder with your recording will be *time-coded*, **choose** the folder with the *time code* for *the date and time* the session was recorded

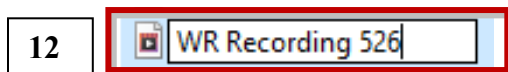


9. Click the **Zoom_o** icon.

* **Note:** If during the Zoom meeting, you stopped and re-started the recording, there will be multiple Zoom_ icons; *Zoom_0, Zoom_1, Zoom_2*



10. *Right-click* the name
11. Click **Rename**



12. **Rename** the recording so that you can easily identify it.
13. If you have multiple recordings in the same meeting, *rename all of them*

