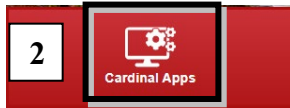


Record and retrieve Zoom recordings from the cloud

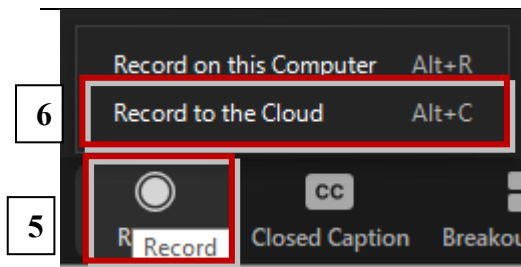
Use this option if you are recording to a computer that is not your own, or you are using a classroom computer. *Note that recordings are stored in the Zoom cloud for **30 days**, so it is important to retrieve your recordings soon after storing them in the cloud.*



1. Open <https://my.uiw.edu/faculty/index.html>
2. Log in and click **Cardinal Apps**



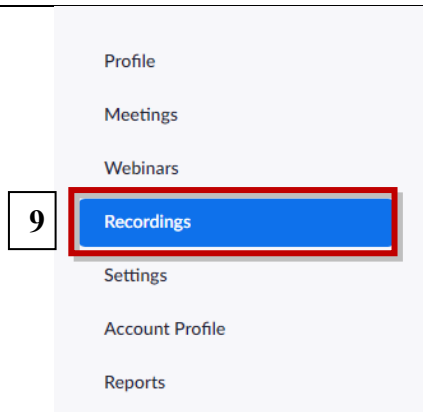
3. Click **Zoom**



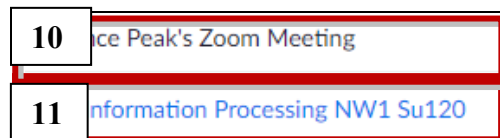
4. **Start** your Zoom meeting
5. When ready, click **Record**
6. Choose **Record to the Cloud**.



7. When you have ended your meeting, you will need to retrieve the recording.
8. Return to Cardinal Apps and open **Zoom**

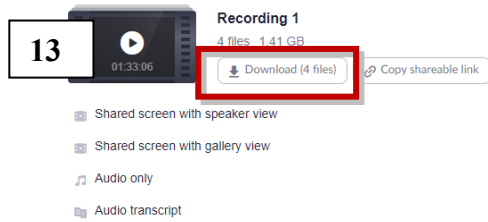


9. When Zoom opens, click **Recordings** on the left-hand menu



10. Recordings will be listed by *name*. If you started the meeting from a Blackboard course, the *course name* will be the meeting name.
11. When the recording is ready for download, the link to the recording will be *blue*

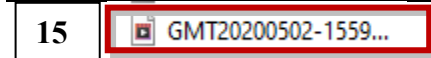
12. Click the **link of the recording** you want to download



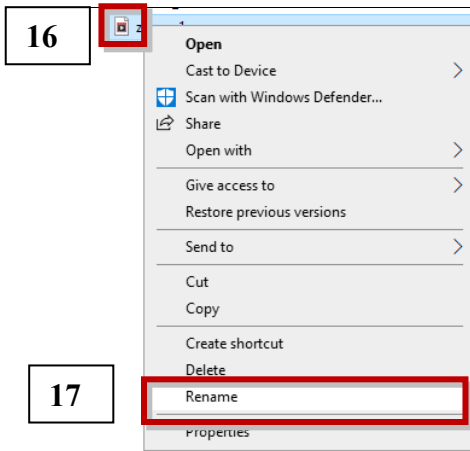
13. Click **Download (4 Items)**

14. Select where you would like to *download the file*

- It is recommended that you choose *the desktop*
- Be sure to create a **new folder** for each recording
- Click **Save**. You will need to click save for each of the recordings. *Save all four files, as one file is an audio transcript.*



15. Open the folder where you have saved your files



16. Right-click the **file name**

17. Click **Rename**

18. **Rename** the recording so that you can easily identify it.

19. There are four files, including a transcript *rename all of them*