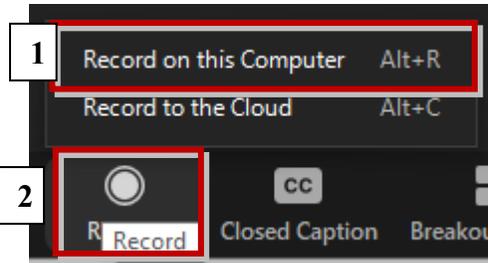
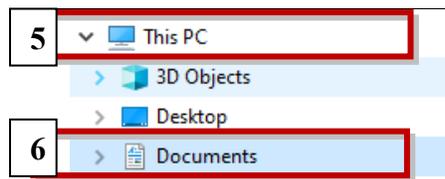


# Record and retrieve Zoom recordings from your computer

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



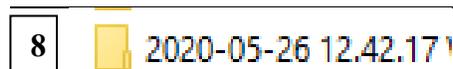
1. Open your Zoom meeting
2. When ready, click **Record**
3. Choose **Record to this Computer** - *Note that this is the preferred option* since the recording is easier to access and download.



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



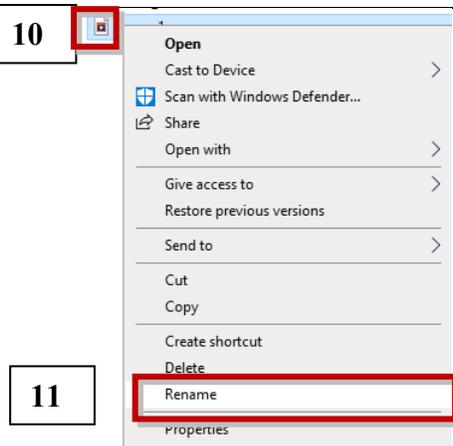
7. In *Documents*, locate and click the **Zoom Folder**



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*

## Record and retrieve Zoom recordings from the cloud

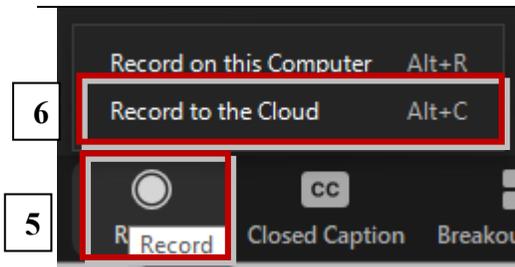
Use this option if you are recording to a computer that is not your own, or you are using a classroom computer. Note that recordings are stored in the Zoom cloud for **30 days**, so it is important to retrieve your recordings as soon after storing them in the cloud.



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



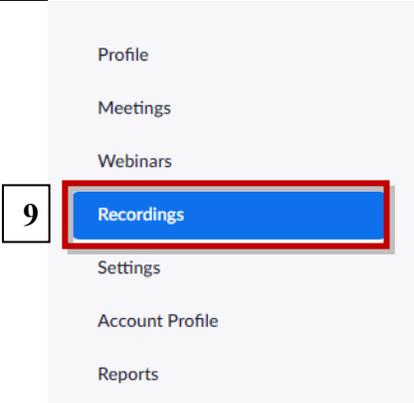
3. Click **Zoom**



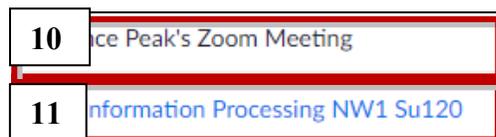
4. **Start** your Zoom meeting
5. When ready, click **Record**
6. Choose **Record to the Cloud**.



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



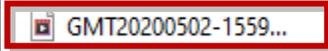
13

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

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

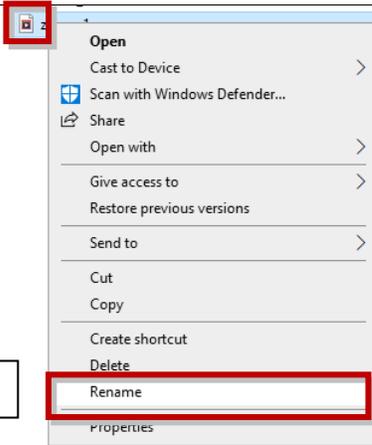
- It is recommended that you choose *the desktop*
- Be sure to create a **new folder** for each recording
- Click **Save**. You will need to click save for each of the recordings. *Save all four files, as one file is an audio transcript.*

15



15. Open the folder where you have saved your files

16



17

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*

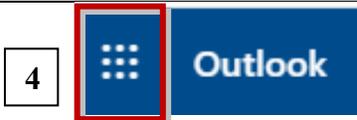
# Saving Zoom recordings to Groups in Microsoft Stream



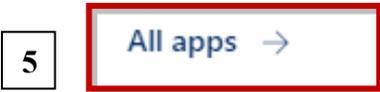
20. Open <https://my.uiw.edu/faculty/index.html>  
21. Log in and click **Cardinal Apps**



22. Click **Employee mail**



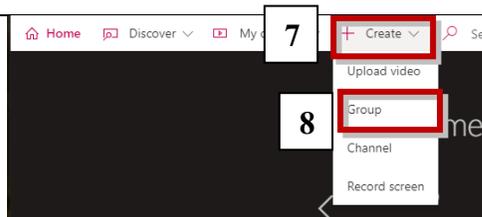
23. In the upper left corner click the **Waffle**



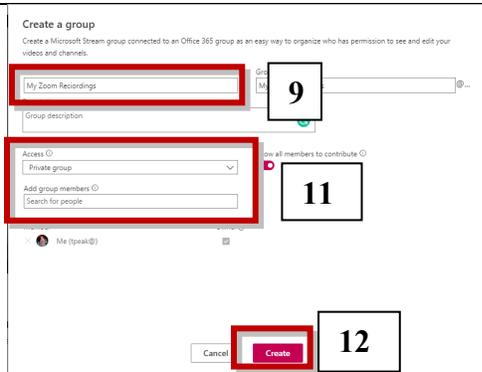
24. Locate and click **All Apps**



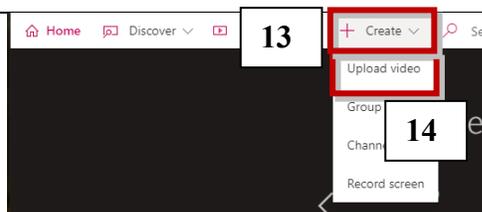
25. Locate and Click **Stream**



26. Locate +**Create** and click it  
27. Choose **Group**

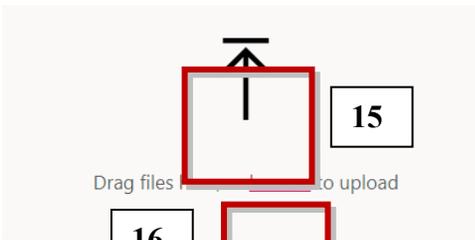


28. **Name** the group  
29. Locate **Add Group Members**  
30. **Add** any student, faculty, or staff with a *UIW email address*. These users will become members of the group and they will be the **only** users who can access your videos.  
31. Click **Create**.

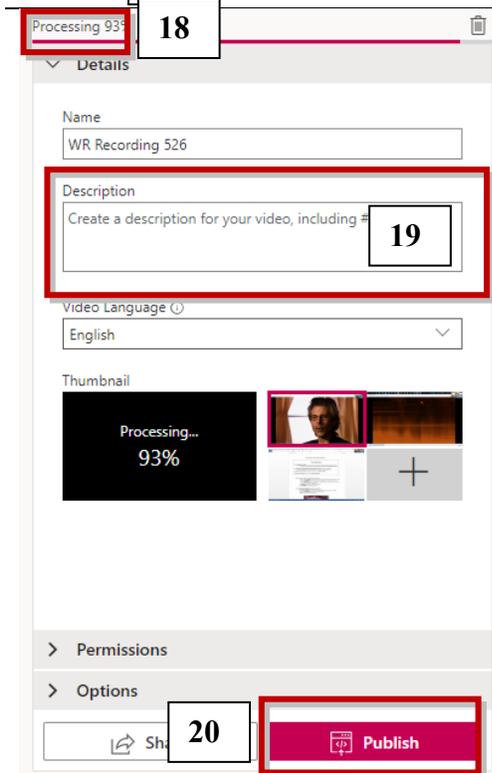


## Upload video files

32. Click +**Create** again  
33. Click **Upload Video**



- 34. You can *drag* the video file to the center of the page or
- 35. Click **Browse**
- 36. Locate the **MP4 file** (either in Documents or on the Desktop). Note that you do not need to upload the Transcript file. *Stream will create a transcript after upload.*



- 37. The video will *upload*, then it will *process*. It will retain the name you gave it when you saved it to your computer
- 38. Add a **description** of the *MP4 file*
- 39. Once the video has uploaded, click **Publish**  
*Note that you can share this video with users who are not in the group, but anyone you added to the group when the group will have access to the video.*

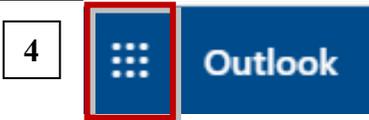
# Access a video in Microsoft Stream



1. Open <https://my.uiw.edu/faculty/index.html>
2. Click **Cardinal Apps**



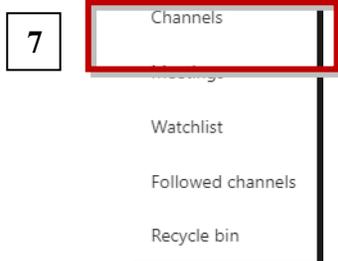
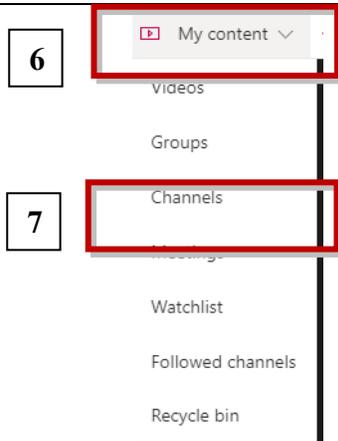
3. Click **Employee mail**



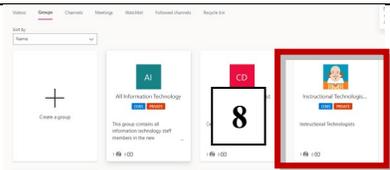
4. In the upper left corner click the **Waffle**



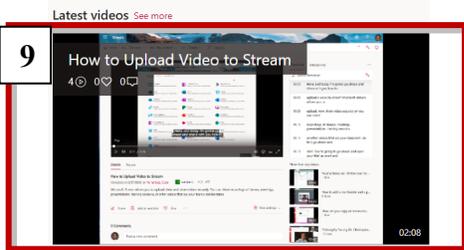
5. Locate and Click **Stream**



6. Click **My Content**
7. Click **Groups**



8. Choose a **group**



9. Choose a **video**