



District 56

Serving Southeast Texas

District Zoom Cloud Recording Guide

OBJECTIVE: All District Zoom accounts share limited cloud space. The purpose of this guide is to allow District leaders to manage their cloud recordings, including view, delete, transfer, and share its contents. All Zoom cloud recordings must be either deleted or transferred off the District Zoom cloud storage location within 30 days of the record date. After 30 days, the recordings will be automatically deleted by our Zoom administrator(s).

How to Access Recording Management

1. Sign in to your [Zoom web portal](#).
2. In the navigation menu, click [Recordings](#).
You will see a list of cloud recordings associated with your account.
3. Adjust the date range and status, and then search by host, meeting ID, topic, or keyword.

Sharing, Downloading or Deleting Cloud Recordings

1. Access your cloud recording as described in the "How to Access Recording Management" section.
2. Find the cloud recording you want to share, download or delete.
 - a. To share:
 - i. Click **"Share"**
 - ii. In the **"Share this cloud recording"** pop-up window, adjust your [sharing settings](#) as desired.
 - iii. Click **"Copy Sharing Information"**, and then navigate to your email or where you need to share the cloud recording, to paste the sharing information.
 - b. To download and transfer:
 - i. Click **"More"**.
 - ii. Select **"Download"**.
Note: Downloading allows users to transfer the recordings off the cloud storage to a location of their choice.
 - c. To delete:
 - i. Click **"More"**.
 - ii. Select **"Delete"**.
 - iii. In the "confirmation" pop-up window, click **"Yes"**.
 - iv. To delete multiple cloud recordings at once and more information follow these [instructions](#).
Note: All Zoom cloud recordings must be either deleted or transferred off the District Zoom cloud storage location within 30 days of the record date or they will be automatically deleted by our Zoom administrator(s).