

AUA maintains limited Zoom cloud storage for meetings cloud recording, which is being purged on a monthly basis.

Users who want to save their cloud recordings beyond a particular date will have to download the cloud recordings to their local computers. In order to make those recordings accessible and shareable, we recommend upload recordings to your AUA Google Drive storage, which capacity for AUA is currently unlimited.

1. The first step is to go to the Zoom and download the recordings:

- Sign-in to [Zoom](#) website using your AUA Google account credentials.
- Access the “Recordings” tab on the left, which will pull up a list of your cloud recordings.

The screenshot shows the Zoom Cloud Recordings interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and an ICTS button. The left sidebar contains navigation options: Profile, Meetings, Webinars, Recordings (highlighted), Settings, Account Profile, Reports, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'Cloud Recordings' and features a search filter with 'From' (yyyy-mm-dd), 'To' (2020-10-13), and 'All Status'. Below the search bar are 'Delete Selected' and 'Delete All' buttons. A table lists recordings with columns for Topic, ID, Start Time, and File Size. One recording is listed: 'On Demand Test' with ID '871 8329 0071' and '2 Files (5 MB)'. A 'More' dropdown menu is open for this recording, showing options for 'Share...', 'Download (2 files)', and 'Delete'. Red arrows point to the 'More' button and the 'Download (2 files)' option.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	On Demand Test	871 8329 0071	Sep 7, 2020 18:56	2 Files (5 MB)	Share... More ▾ Download (2 files) Delete

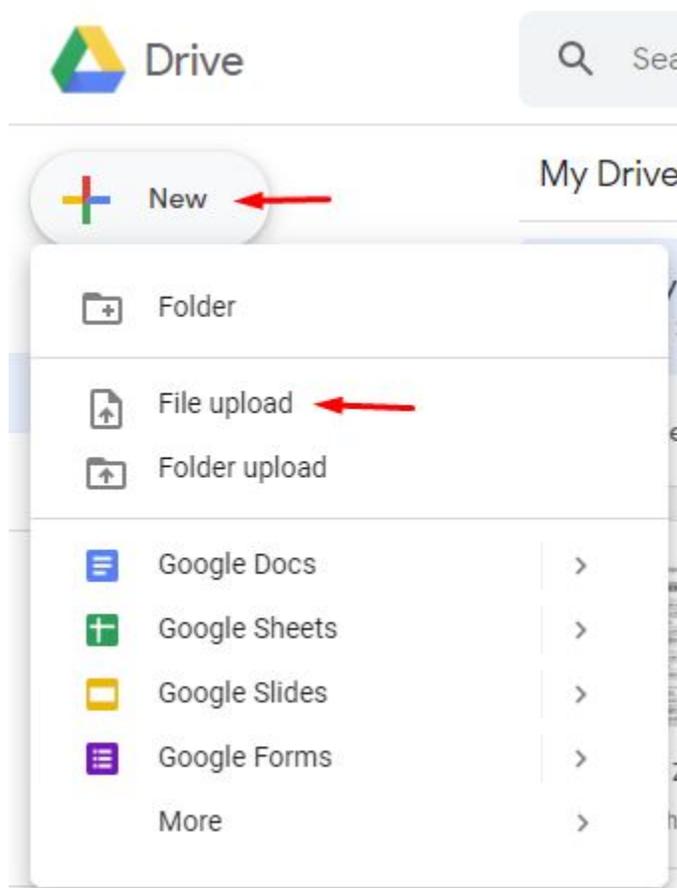
- Find the recording to be saved, and select “More” at the right and then “Download”, as shown below. Depending on your browser, you may need to allow multiple downloads simultaneously.

2. The second step is to find downloaded recording and upload it to Google Drive:

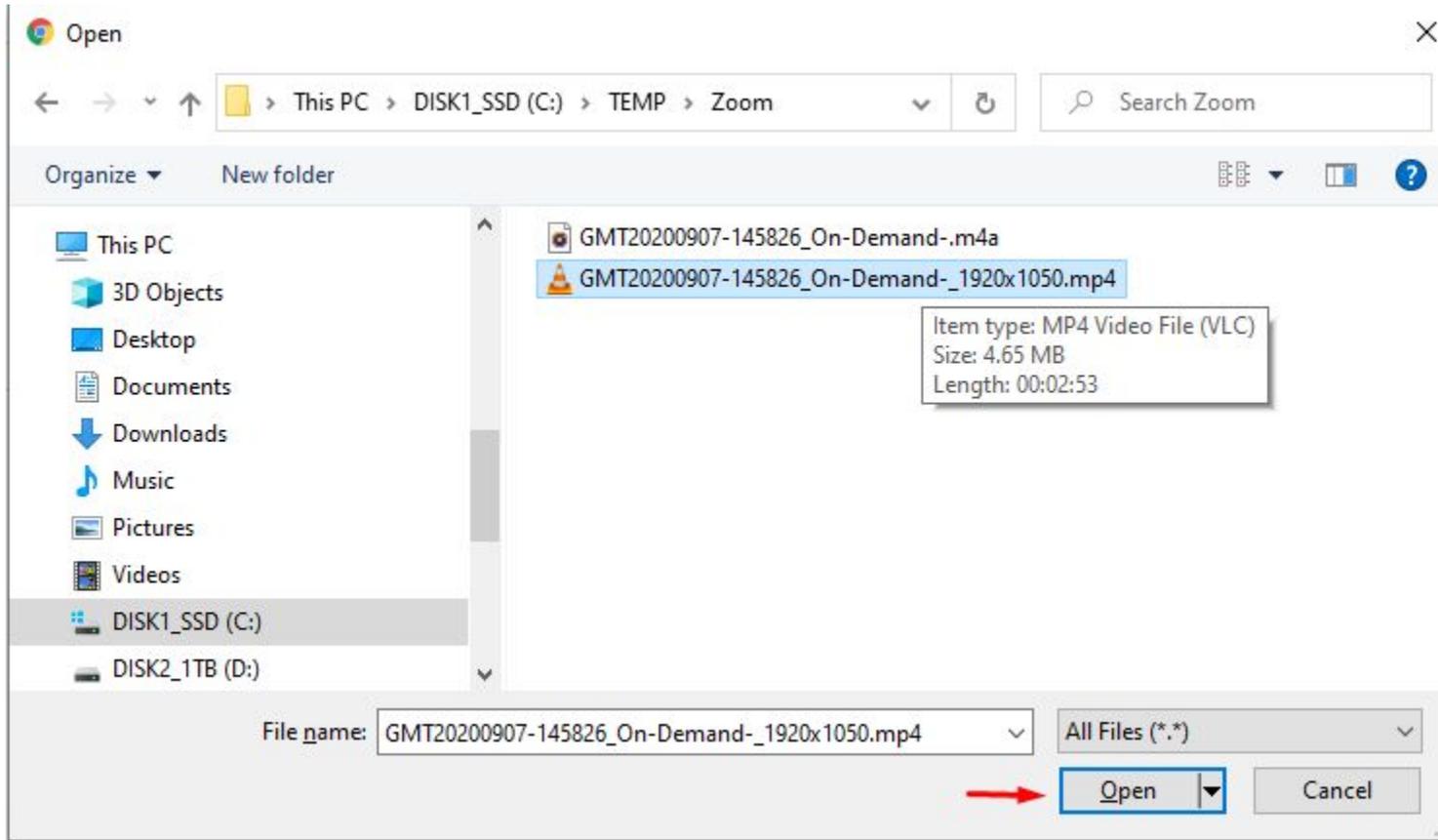
- Locate your downloaded files (likely in the **Downloads** folder), and determine which one(s) you wish to upload to Google Drive.

Zoom will give you several video files (.mp4) and one audio file (.m4a). The video files will show different versions of the meeting: one will show only Screen Share and no participant video, another will show both the Screen Share and the active speaker’s video, and others. The audio file will just playback all sound from both mics and Screen Shares. Once you’ve determined which are the best options to upload, delete the extras.

- Log-in to [AUA Google Drive](#) in your browser. Select “New” and then select “File upload” from the drop-down menu.



- Navigate to the folder where your recording file was saved, select it, and then click “Open”.



This will begin the upload process. Once the upload is finished, you can rename, organize, and share your recordings through the standard Google Drive options.