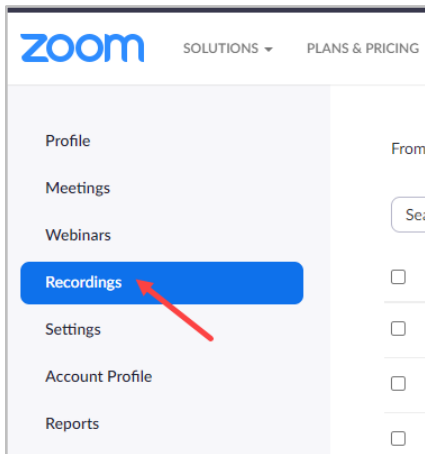


ZOOM: DOWNLOAD RECORDING

Instructors can download Zoom recordings if they wish to archive them for personal purposes. Class recordings cannot be shared outside of the class they were recorded in.

Instructions

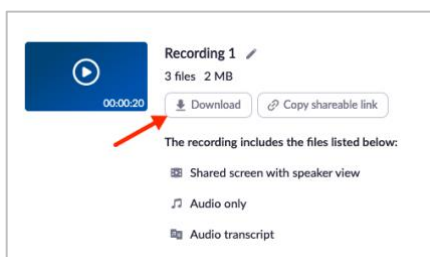
1. Navigate to the website ju.zoom.us and sign in using your JWU credentials.
2. From the menu on the left, click on **Recordings**.



3. Click the **3 files** link for the recording you wish to download.

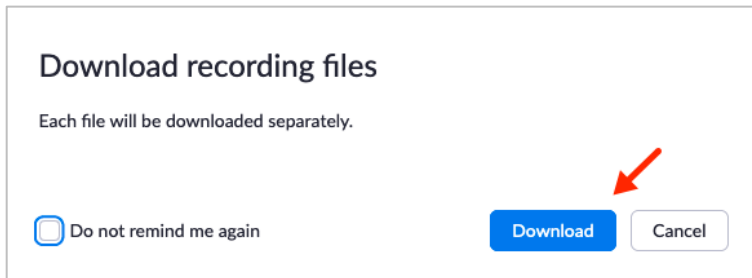
Topic	ID	Start Time	File Size
[Redacted] Zoom Meeting	956 9457 7442	Jan 21, 2021 02:44 PM	3 Files (2 MB)
[Redacted] Zoom Mtg	987 7282 5933	Sep 17, 2020 09:26 AM	3 Files (657 KB)

4. Click the **Download** button on the next page.

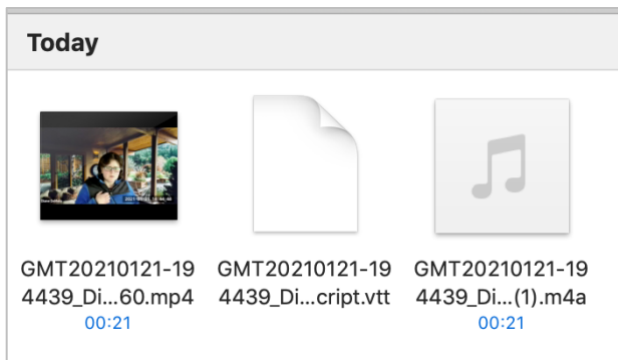


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5. Click **Download** again to download the files.



6. Your computer may ask you to Save the files (or it may save it automatically). You can locate the download in your computer's **Downloads** folder. It will download the MP4 recording, the audio file, and the transcript of the recording.



Note:

Please do not upload MP4 files into ulearn. If you must upload a Zoom recording to ulearn (it cannot be a class recording with students in it) then please use [Kaltura Media](#) to do so.