Sharing a Zoom Cloud Recording in OneDrive

In order to share a Zoom Cloud recording in OneDrive please complete the following steps to download the file from Zoom, upload the file to OneDrive, and share with other users.

Download the file from Zoom:

Access your Zoom Cloud Recordings by going to https://salisbury.zoom.us/ and logging in with your SU username and password.

Select Recordings from the column on the left and Cloud Recordings from the center option.

To the right of the requested recording select More then Download to download the recording to your desktop.

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Webinars	From mm/dd/yyyy To 02/18/2021	All Status	~		
Recordings	Search by ID	Search	Export		
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Reports	Поріс	ID	Start Time	File Size	
	Tammy Voigt's Zoom Meeting	917 2557 6440	May 5, 2020 12:16 PM	2 Files (2 MB)	More -
Attend Live Training	Tammy Voigt's Zoom Meeting	270 486 320	Apr 3, 2020 08:34 A	M 2 Files (1 ML Dow	nload (2 files)
Video Tutorials				Dele	te
Knowledge Base	Tammy Voigt's Zoom Meeting	186 028 719	Mar 29, 2020 11:17	2 Files (2 MB)	Share

You may see a dialogue box appear stating Zoom is attempting to download multiple files if so select Allow.



Click on the small up arrow to the right of the downloaded file and choose Show in Folder to view the recording in file explorer.

Zoom may download several options; one with just audio, another with video, and the full recording. Be sure to select the full recording in the file format of mp4 when continuing.

Attend Live Training	Tammy		
Video Tutorials			
Knowledge Base	Open Always open files of this type		
	Show in folder		
	Cancel		
GMT20200505-1mp4	✓ GMT20200505-16m4a		

Upload the File to OneDrive: (See also Using Microsoft OneDrive for more instructions)

If you have the OneDrive client installed on your computer you can right click on the file name and select Move to OneDrive

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duoerror	9/2/2020 9:15 AM	Add to VideoPad Project
🖻 zoom5	9/1/2020 5:11 PM	Stabilize Video
🖻 zoom4	9/1/2020 5:10 PM	Cast to Device >
🖻 zoom3	9/1/2020 5:10 PM	 Move to OneDrive
🖻 zoom2	9/1/2020 5:09 PM	🖻 Share
🖻 zoom1	9/1/2020 5:09 PM	Open with >
Tableau Issues 8-30	8/30/2020 11:39 AM	Give access to
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💼 SU Letterhead Gene	4/6/2020 2:43 PM	Send to >
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💼 Week 1 Assignment	2/28/2020 10:03 AM	Create shortcut
IACUC_renewal	9/10/2018 4:14 PM	Delete
👔 Applicant to Studen	8/24/2018 3:51 PM	Rename
SU_DEPTS_FY19	7/3/2018 6:51 AM	Properties
GMT20200505-1658	5/5/1954 12:58 PM	IVIP4 FILE 1, 37 L KD

Alternatively, you can sign in to OneDrive by going to https://www.office.com/ and selecting the OneDrive icon from the column on the left.

Select Upload>File and choose the downloaded zoom recording file from the file explorer pop up box.

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Share the OneDrive file: (See also Managing access in OneDrive for more detailed instructions)

Once your file has been uploaded to OneDrive select the file and choose Share

::: OneDrive		✓ Search			
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You can manage access for users by selecting **People you specify can view** and changing the settings to meet your needs. See the available options below.



Be sure to click Apply and Send to share your file.