

How to Download Zoom Recordings

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.

The screenshot shows the Zoom Cloud Recordings interface. On the left, the 'Recordings' tab is selected in the sidebar. The main area shows a list of recordings with columns for Topic, ID, Start Time, and File Size. A red arrow points to the 'More' dropdown menu for a recording, which is open, showing the 'Download (2 files)' option circled in red.

Topic	ID	Start Time	File Size
Tammy Voigt's Zoom Meeting	917 2557 6440	May 5, 2020 12:16 PM	2 Files (2 MB)
Tammy Voigt's Zoom Meeting	270 486 320	Apr 3, 2020 08:34 AM	2 Files (1 MB)
Tammy Voigt's Zoom Meeting	186 028 719	Mar 29, 2020 11:17	2 Files (2 MB)

Alternatively you can choose the meeting by clicking on the Topic title and then choose **Download**.

The screenshot shows the Zoom Cloud Recordings interface for a specific recording. The 'Download (2 files)' button is highlighted with a red arrow.

My Recordings > [User]'s Zoom Meeting

[User]'s Zoom Meeting

Dec 6, 2019 09:12 AM Eastern Time (US and Canada) ID: [User]

1 total views • 0 total downloads [Recording Analytics](#)

Recording 1

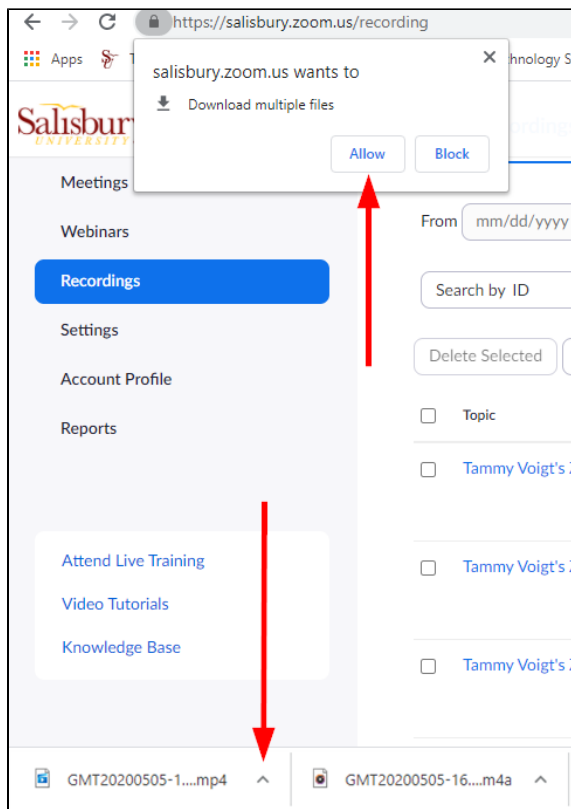
2 files 41 KB

[Download \(2 files\)](#) [Copy shareable link](#)

Shared screen with speaker view

Audio only

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 use the full recording in the file format of mp4 when needing both audio and video.

