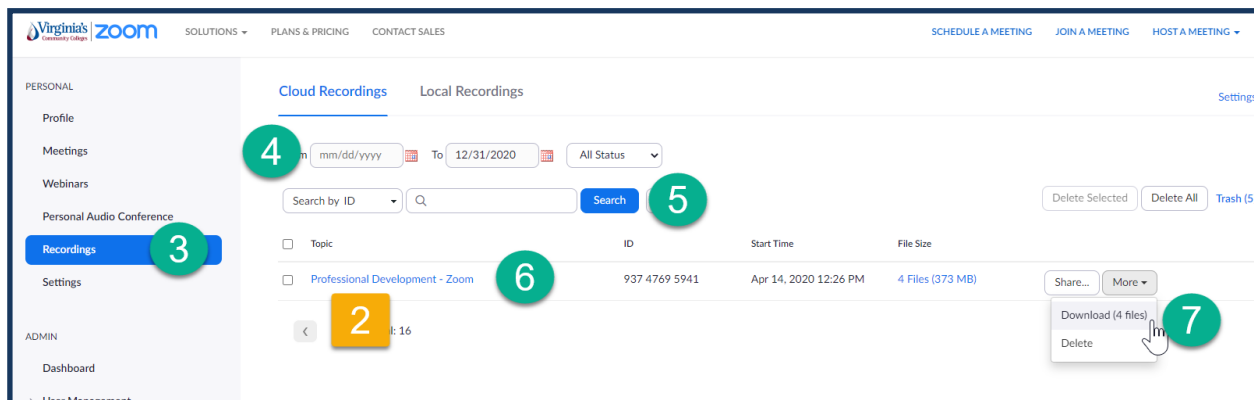
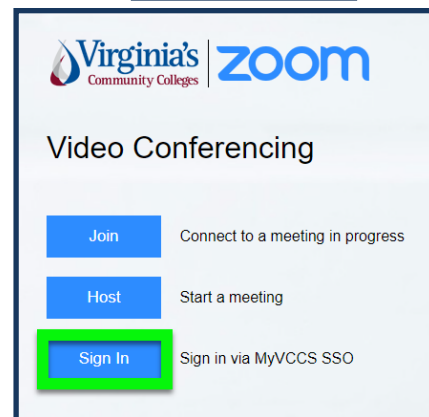


Download Zoom Recordings

You can share a Zoom recording directly from your VCCS Zoom in myRCC, but the VCCS will only maintain recordings there for 12 months. Recordings older than 12 months will be marked for deletion, then deleted after 30 days. You will not receive notice. If you need to archive a Zoom recording or share it from another system, you will need to **Download** it first.

Downloading All Files at Once (Green Steps)

- 1) Log into **myRCC** and click on the **Zoom** tile.
- 2) Click the **Sign In** button—Sometimes you DO need to sign in separately
- 3) Click on **Recordings** on the Left Menu
- 4) Use the **Dates** at the top to set your search parameters for those you wish to move off Zoom cloud for archive
- 5) Click **Search** to narrow your view of recordings
- 6) Find the recording(s) you want and click **More** at the end of each row
- 7) Click **Download** to pull all the files down
- 8) Your files will download—depending on your browser the view of the status may be displayed at the bottom of the window. You will always find your files in your Downloads folder on your computer.



Downloading Files Individually (Yellow Step above)

You do not necessarily need all your files, if you only need the Video and Script you can pull those singly.

- 1) Follow steps above to #6.
- 2) Find the recording you want and click the **Title** of the session.
- 3) On the new screen, **hover** your pointer beside the file you wish to download and click the **Download Arrow**
- 4) Your files will download to your Downloads folder on your computer.

