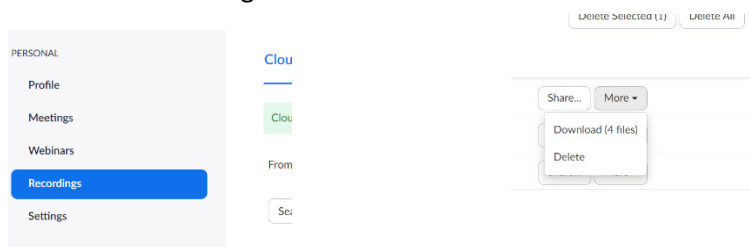# Save Zoom Cloud Recordings to OneDrive

This purpose of this document is to provide steps for downloading Zoom cloud recordings and uploading recordings to Microsoft OneDrive.

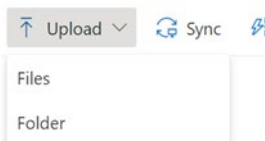## Download Zoom Recordings from the Zoom Cloud

2. Navigate https://emory.zoom.us/ and authenticate to the Emory Zoom Portal using your Emory netID and password.

3. From the Emory Zoom Portal, click on the **Recording** link.

4. Locate the recording to download and click the **More** button.

5. Click **Download** to start download process. Click **Allow** to download multiple files. Your download includes:

   - M4A audio file
   - MP4 video file
   - VTT transcript file
   - TXT file if any participants contributed to the chat from the meeting

Upload Downloaded files to Microsoft OneDrive

1. Navigate to http://emory.email.edu and authenticate to Microsoft 365 using your Emory netID and password.

2. Click on Microsoft "Waffle" to open the Application Launcher and select OneDrive.

3. Navigate to the folder where you plan to upload files on OneDrive. Click the Upload Button.

4. Locate and select the files to upload then click Open.

   NOTE: More than one file or folder can be selected to upload.