**Downloading Zoom Recordings and Saving to OneDrive**

1. Sign in to Zoom
2. Click **Recordings** on the left side navigation.
3. Under the cloud recordings tab at the top you there will be a list of your recordings that have been saved to the cloud.
4. Click the **More** button and then **Download**.



1. The file will be saved in your default download location (typically Downloads folder).
2. Open your local files (the yellow folder icon on the taskbar).



1. Locate the **Download folder** in the left column and select it so that it opens.
2. Find the Zoom recording that was just download and click on it so that it is selected.



1. Next, drag/drop the file into the OneDrive – Delta State University located in the left column.

