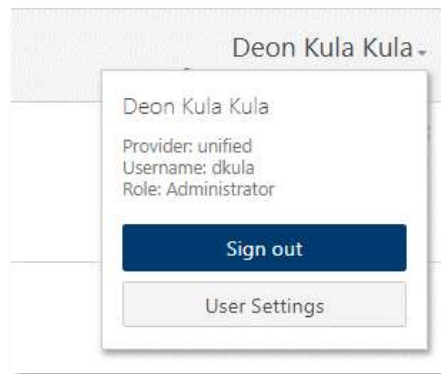


# Changing Your Default Folder in Panopto for Zoom Recordings

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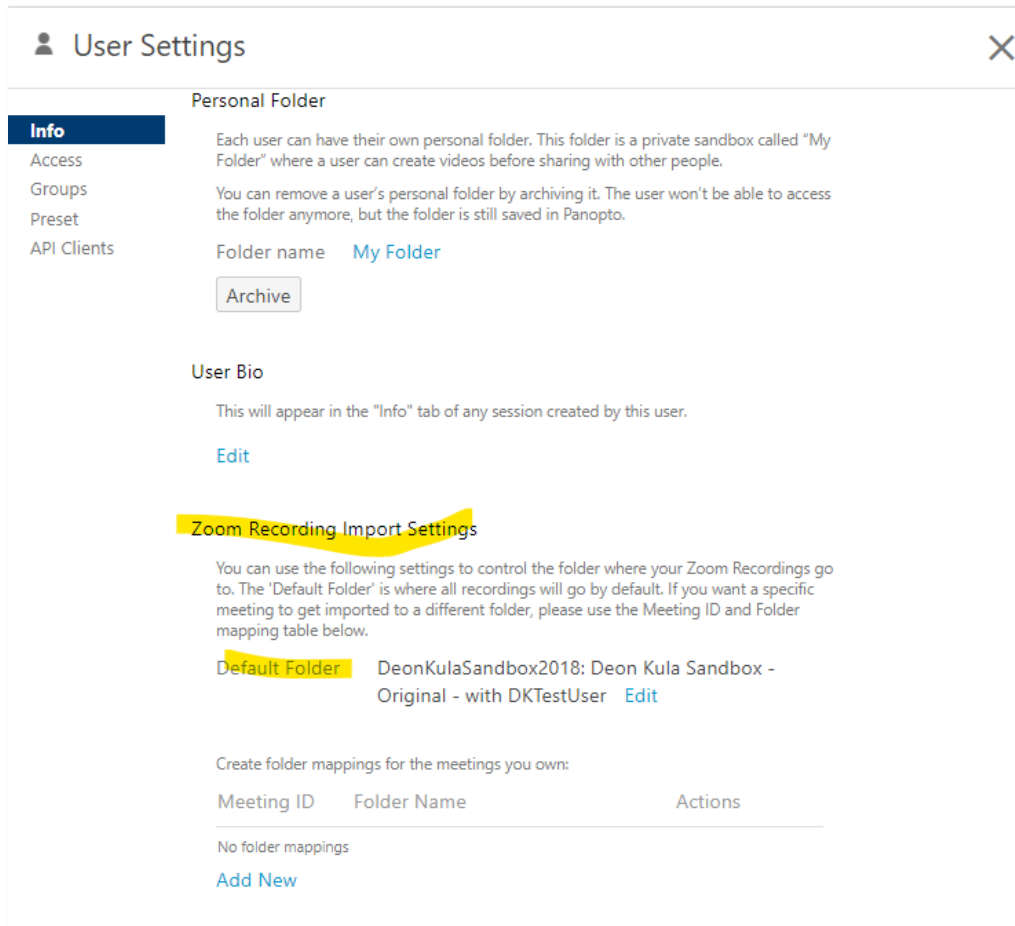
**Purpose:** The purpose of this document is to instruct you on how to change the default folder for your Zoom recordings.

**Step 1:** Go to "User Settings" in the upper right-hand corner, under your name.



**Step 2:** In User Settings, go to "Zoom Recording Import Settings."

# Changing Your Default Folder in Panopto for Zoom Recordings



The screenshot shows the 'User Settings' window in Panopto. On the left is a navigation menu with 'Info' selected. The main content area is divided into sections: 'Personal Folder', 'User Bio', and 'Zoom Recording Import Settings'. The 'Zoom Recording Import Settings' section is highlighted with a yellow background. It contains a 'Default Folder' field with the value 'DeonKulaSandbox2018: Deon Kula Sandbox - Original - with DKTestUser' and an 'Edit' link. Below this is a table for creating folder mappings for meetings you own, which is currently empty.

**User Settings**

**Personal Folder**

Each user can have their own personal folder. This folder is a private sandbox called "My Folder" where a user can create videos before sharing with other people.

You can remove a user's personal folder by archiving it. The user won't be able to access the folder anymore, but the folder is still saved in Panopto.

Folder name [My Folder](#)

[Archive](#)

**User Bio**

This will appear in the "Info" tab of any session created by this user.

[Edit](#)

**Zoom Recording Import Settings**

You can use the following settings to control the folder where your Zoom Recordings go to. The 'Default Folder' is where all recordings will go by default. If you want a specific meeting to get imported to a different folder, please use the Meeting ID and Folder mapping table below.

**Default Folder** [DeonKulaSandbox2018: Deon Kula Sandbox - Original - with DKTestUser](#) [Edit](#)

Create folder mappings for the meetings you own:

Meeting ID	Folder Name	Actions
No folder mappings		

[Add New](#)

You can then change the default folder for your Zoom recordings.