

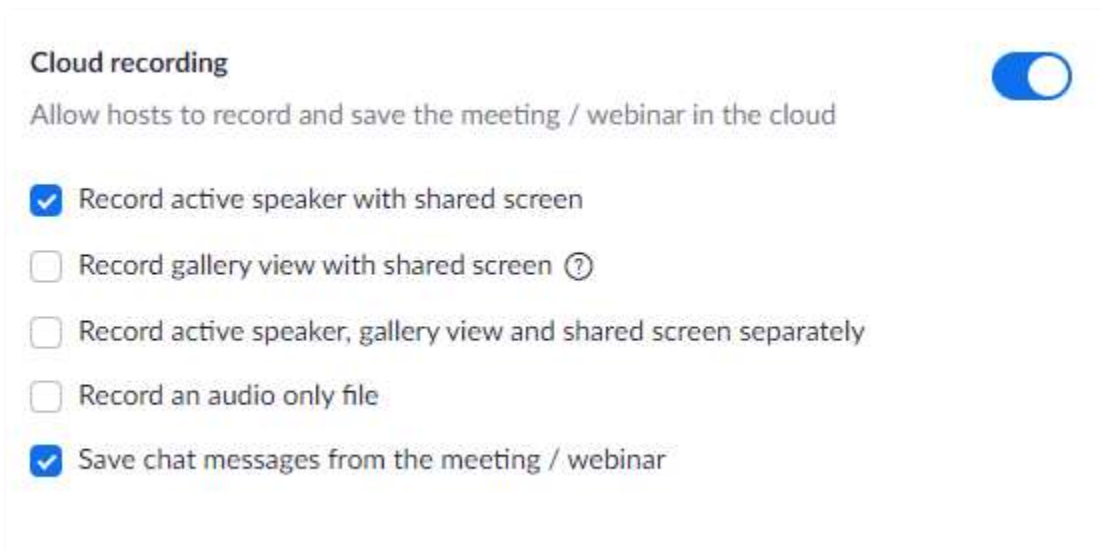
How to Preserve Your Zoom Recordings Permanently for Staff and Administrators

This job aid will demonstrate how staff and administrators can save their Zoom recordings on the Panopto platform permanently.

1. Log in to your Zoom Pro account. If you do not have a Zoom Pro account, please activate it by going to sandiego.zoom.us and signing in with your USD One credentials.

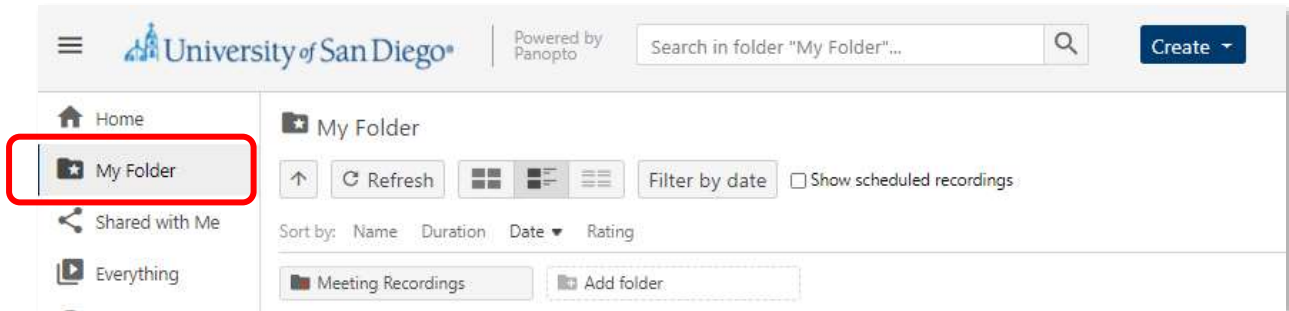


2. Make sure you are recording to the Zoom Cloud. Click on **Settings** in the left-hand navigation panel, and then on the **Recording** tab along the top.



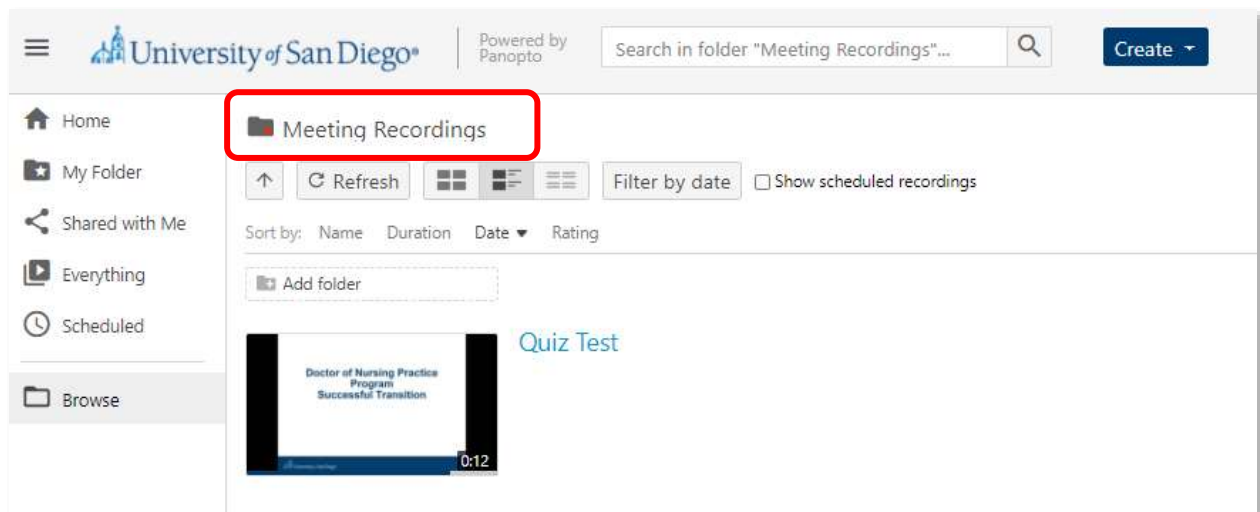
How to Preserve Your Zoom Recordings Permanently for Staff and Administrators

- Record your Zoom meeting.
- Go to sandiego.hosted.panopto.com and click on **My Folder***



*If you do not have **My Folder**, contact FacultySupport@sandiego.edu to be made a Creator.

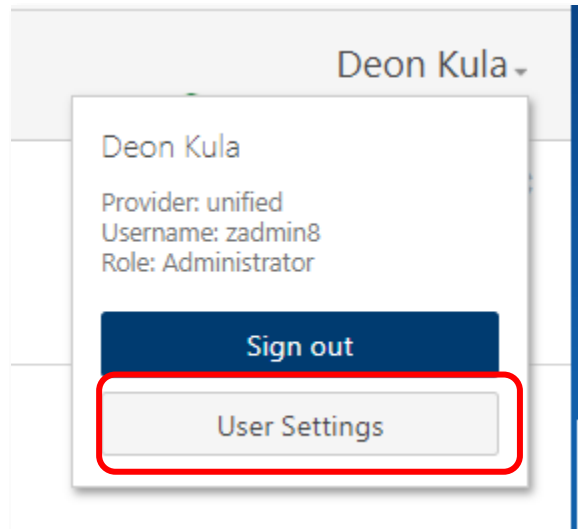
- Click on the folder titled **Meeting Recordings**.



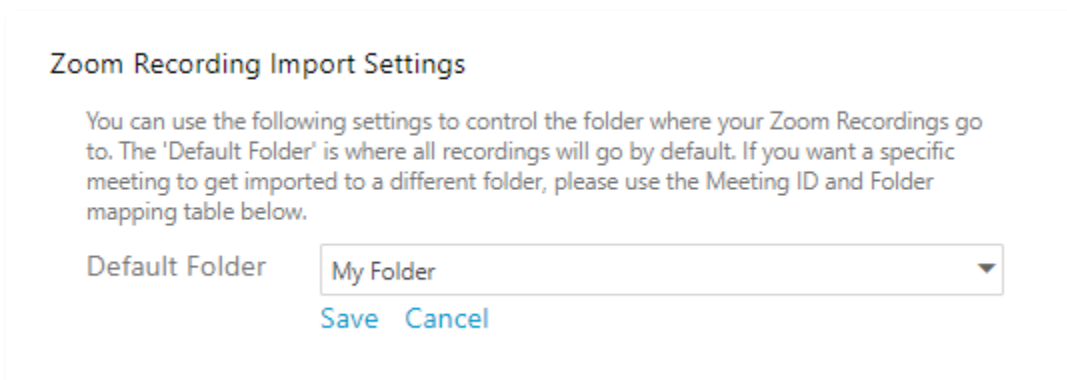
- By default, this is where you Zoom recordings will go. You can change the default folder that your Zoom recordings go to in Panopto by clicking on your name, in the upper right-hand corner.

How to Preserve Your Zoom Recordings Permanently for Staff and Administrators

7. Click on **User Settings**.



8. In the User Setting screen, go to Zoom Recording Import Settings and change the default folder to the folder you want by clicking on **Edit** and selecting the correct folder and pressing **Save**.



*Please note: **My Folder** and **Meeting Recordings**, which is a subfolder within **My Folder**, cannot be shared or viewed by anyone but the owner.