Scheduling Your Zoom Recordings to go Different Folders in Panopto

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

**Step 1:** Sign into Zoom at sandiego.zoom.us and schedule your Zoom recordings.

**Step 2:** Sign into Panopto at sandiego.hosted.panopto.com and go to "**User Settings**" in the upper right-hand corner, under your name.

**Step 3:** In Panopto, under User Settings, on the Info section, go to **Zoom Recording Import Settings**.
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The **Default Folder** is where your Zoom recordings will go by default. If you want a specific meeting or meetings to get imported to a different folder, click **Add New** and enter the meeting ID (no spaces) and specify what folder that recording should get imported to.
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You can then change the default folder for your Zoom recordings.