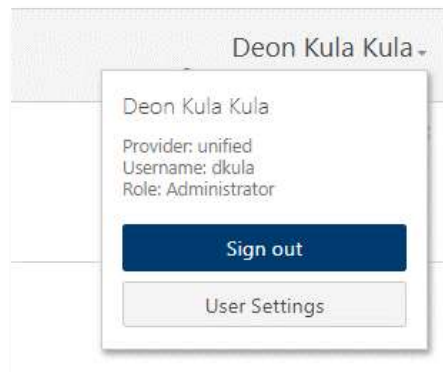


Scheduling Your Zoom Recordings to go Different Folders in Panopto

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**.

Scheduling Your Zoom Recordings to go Different Folders in Panopto

User Settings

Info

- Access
- Groups
- Preset
- API Clients

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](#)


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](#)

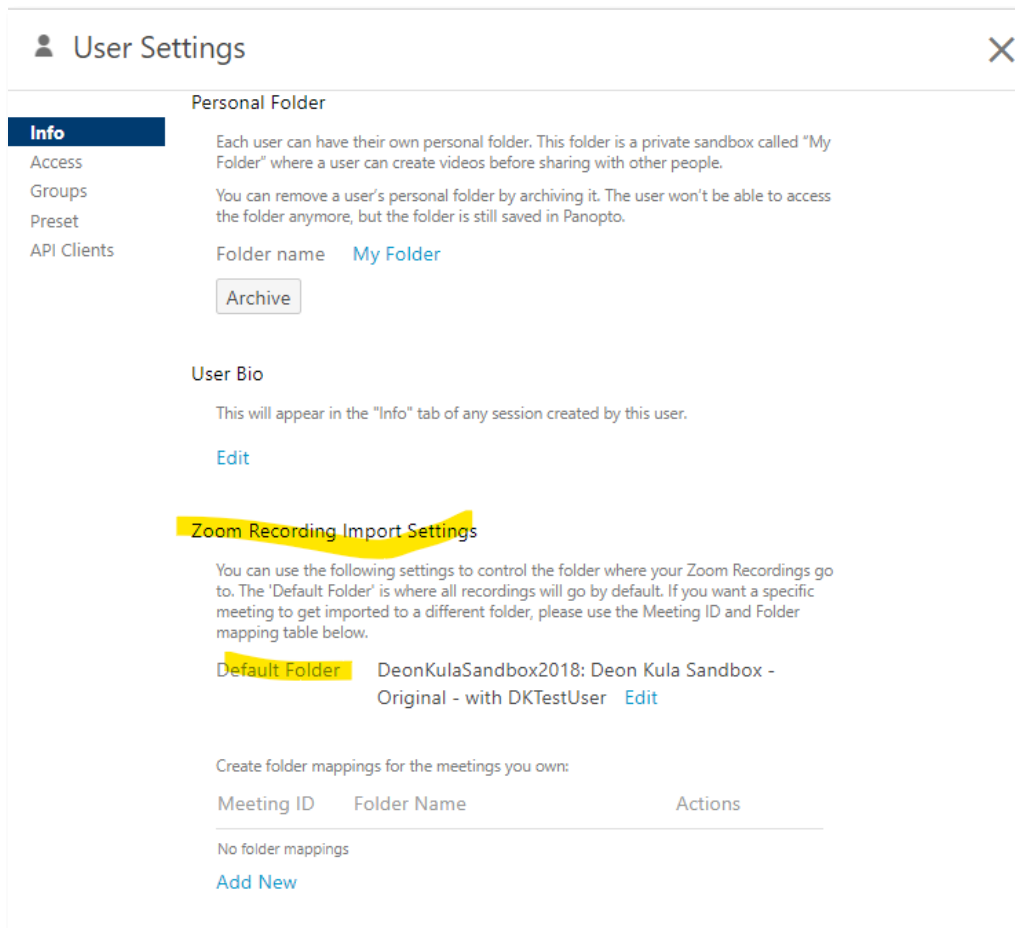
Create folder mappings for the meetings you own:

Meeting ID	Folder Name	Actions
8534494392	My Folder	Delete
68485558	dkula@sandiego.edu	Delete
3698744	DeonKulaSandbox2018: Deon Kula Sandbox - Original - with DKTestUser	Delete

[Add New](#)

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.

Scheduling Your Zoom Recordings to go Different Folders in Panopto



The screenshot shows the 'User Settings' interface in Panopto. On the left, there is a sidebar 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 'Create folder mappings for the meetings you own:' with columns for 'Meeting ID', 'Folder Name', and 'Actions'. The table currently shows 'No folder mappings' and an 'Add New' link.

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.