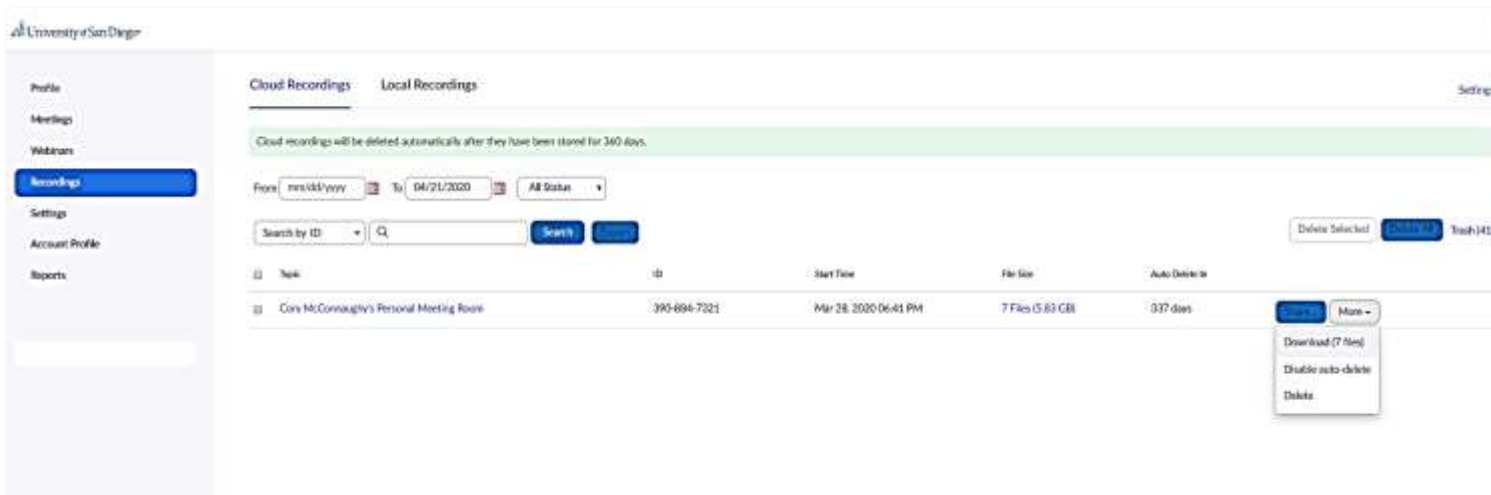# Saving Zoom Recordings to Google Drive

Purpose

Due to the limited storage USD maintains on Zoom's servers for cloud recordings, clients who want to save their cloud recordings beyond a particular date will need to download the cloud recordings to local PCs. In order to make these accessible and shareable, we recommend that these local files be uploaded to the client's USD Google Drive account.

This is a two-step process. The first step is to go to Zoom and download the recordings. The second step is to find the file and upload it to your Google Drive.

Why do you want to save in your Google Drive? Because you have unlimited storage in Google Drive.

1. The first step in this process is to go to sandiego.zoom.us and sign-in with your USD credentials.

2. Access the "Recordings" tab on the left, which will pull up a list of your cloud recordings.

3. Find the recording to be saved, and select "More" at the right and then "download", as shown below. Depending on your browser, you may need to allow multiple downloads simultaneously.

Saving Zoom Recordings to Google Drive

4. Once the downloads are complete, the next step is to locate your downloaded files (likely in the Downloads folder), and determine which one(s) you wish to upload to Google Drive.

Zoom will give you several video files (.mp4) and one audio file (.m4a). The video files will show different versions of the meeting: one will show only Screen Share and no participant video, another will show both the Screen Share and the active speaker's video, and others. The audio file will just playback all sound from both mics and Screen Shares. Once you've determined which are the best options to upload, delete the extras.

5. Log-In to Google Drive on your browser. Then select "**New**" and then select "**File upload**" from the drop-down menu. Navigate to the folder where your recording file was saved, select it, and then click "**Open**". This will begin the upload process. Once the upload is finished, you can rename, organize, and share your recordings through the standard Google Drive options.