

Bowie State University

Moving Zoom Cloud Recordings to OneDrive

Faculty & Staff Guide

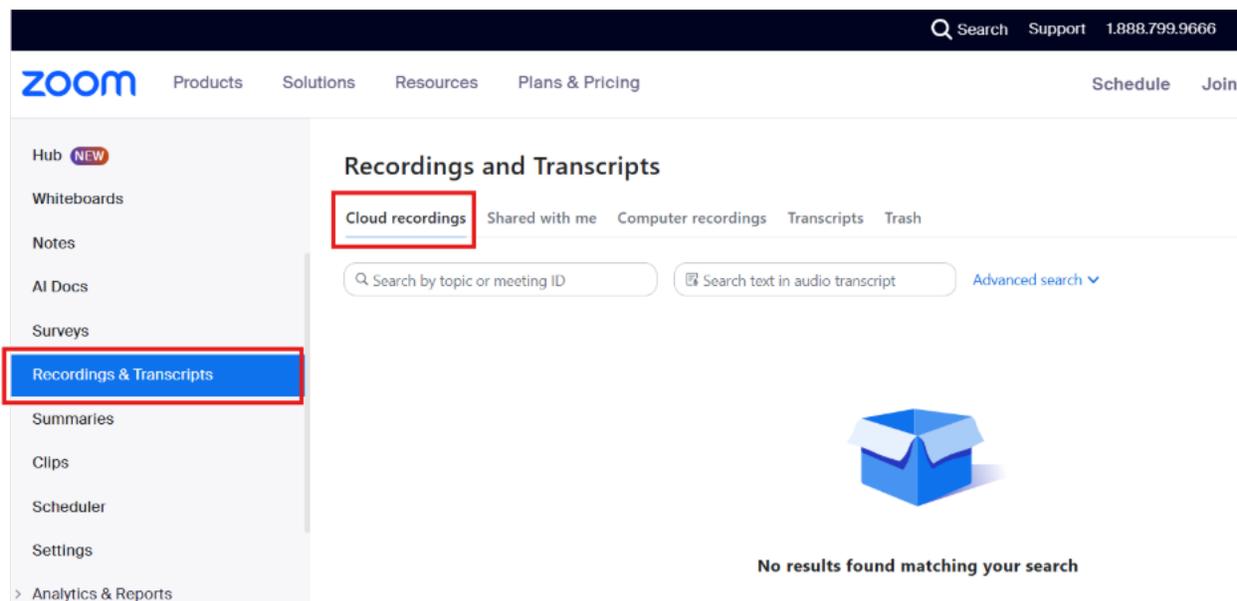
Overview

Due to Zoom cloud storage limitations, faculty and staff are encouraged to download, store, and remove recordings from BSU Zoom account. This guide provides step-by-step instructions for safely transferring recordings to **BSU Microsoft OneDrive** and freeing up BSU Zoom account storage.

Guide 1: Download Zoom Cloud Recordings

Step 1: Access Zoom Recordings

1. Sign in to your BSU Zoom account: <https://bowiestate.zoom.us>
2. Click **Recordings & Transcripts** from the left-hand menu.
3. Select the **Cloud Recordings** tab.



Step 2: Download Recordings

4. Locate the meeting recording.
5. Click **Download** and save it to your computer.

Step 3: Prepare for Upload

6. Ensure files are saved in your **Downloads** or preferred folder.
7. Proceed to **Guide 2** to upload to OneDrive.

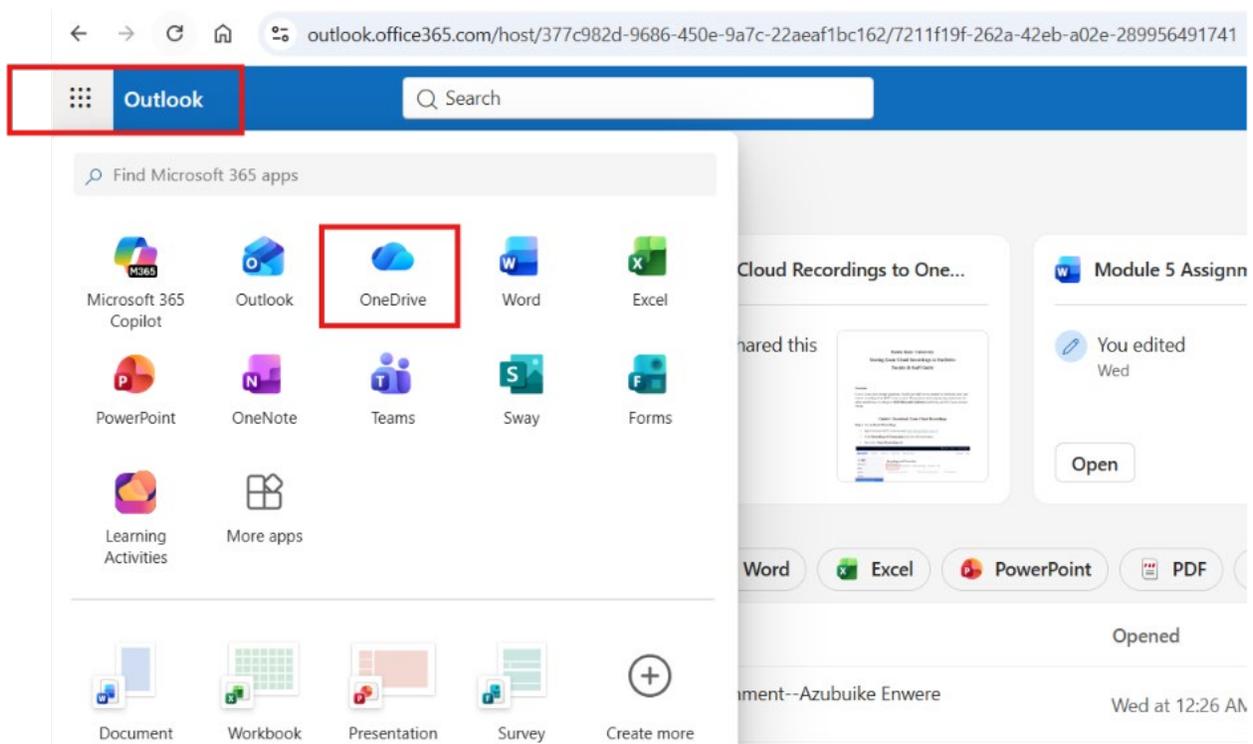
Step 4: Delete from Zoom (After Upload)

8. Return to **Cloud Recordings**.
9. Delete the recording to free up storage.

Guide 2: Upload Recordings to OneDrive

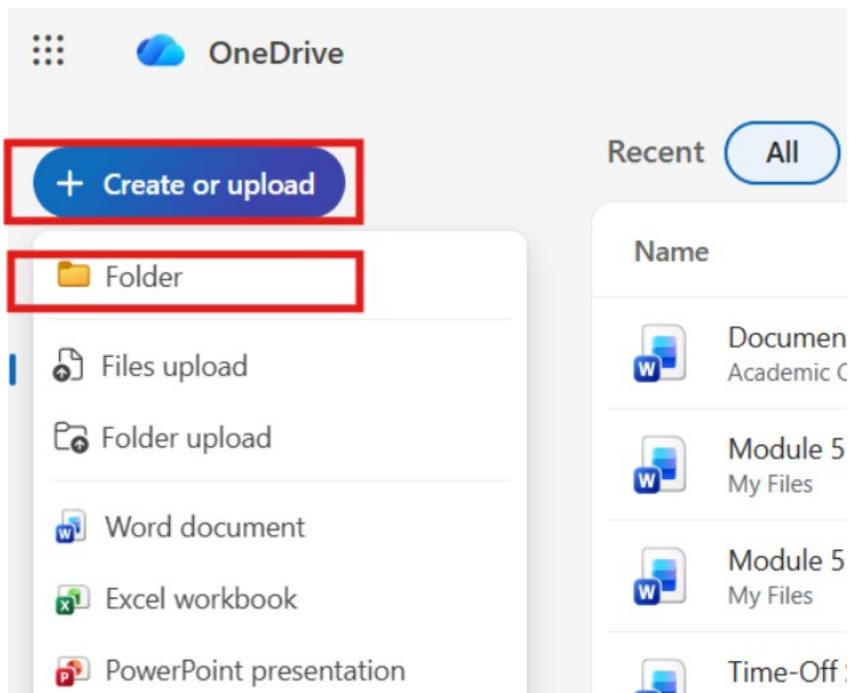
Step 1: Access OneDrive

1. Log in to your BSU email account.
2. Click the **OneDrive icon** (folder icon) from the app launcher.

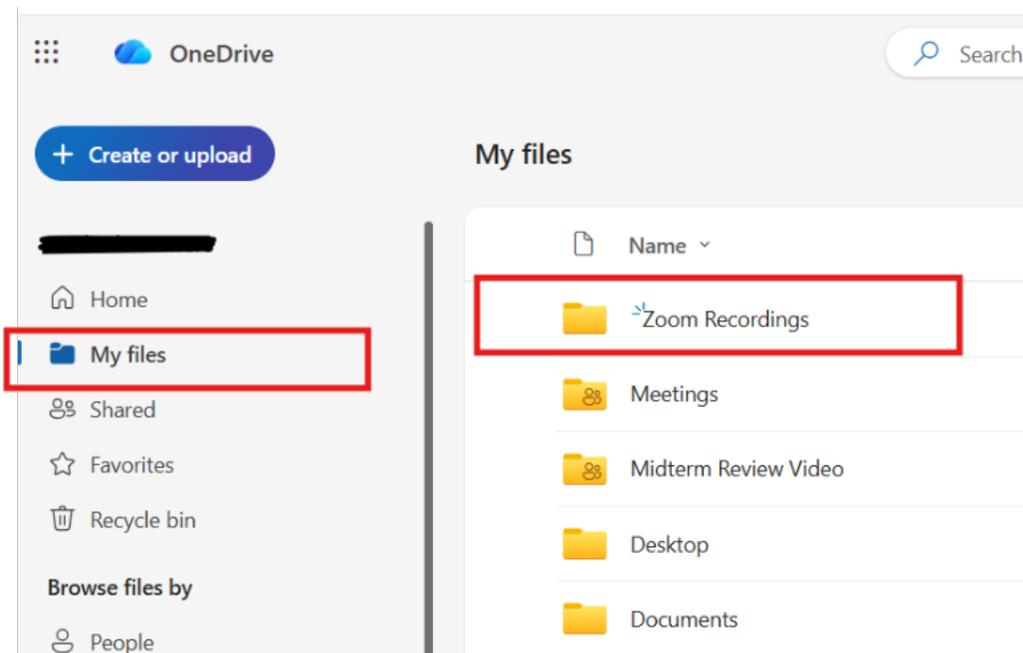


Step 2: Create Folder

3. Click **Create or Upload** → **Folder**



4. Name the folder: **Zoom Recordings**



Step 3: Upload Files

Option A: Copy & Paste

5. Go to your Downloads folder.
6. Right-click the recording file(s) → **Copy**

7. Navigate to OneDrive → Zoom Recordings folder
8. Right-click → **Paste**

Option B: Drag & Drop

- Drag files directly into the OneDrive folder.

Step 4: Verify Upload

9. Open a file in OneDrive to confirm it uploaded successfully.
10. Use **Open with** to select a media player (e.g., VLC, Windows Media Player).

Step 5: Share (Optional)

11. Click **Share** to generate a link for students or colleagues.

Guide 3: Delete Zoom Cloud Recordings

Step 1: Locate Recordings

1. Sign in to your BSU Zoom account: <https://bowiestate.zoom.us>
2. Go to **Recordings** → **Cloud Recordings**

Step 2: Delete Recording

2. Click **More (⋮)** next to the recording
3. Select **Delete**
4. Confirm deletion

Step 3: Empty Trash (Important)

1. Click **Trash** (top-right corner)
2. Select:
 - o **Delete** (individual files), or
 - o **Empty Trash** (all files)
3. Confirm permanent deletion

Important Notes

- Recordings in Trash are **automatically deleted after 30 days**
- Files in Trash **do not count toward storage**, but should still be cleared
- **Permanent deletion cannot be undone**

Best Practices:

- Upload only essential recordings (video files are large)
- Always verify uploads before deleting them from Zoom
- Organize recordings by course or semester in OneDrive
- Use OneDrive sharing for secure access
- **Faculty:** Shared OneDrive links may be embedded directly into Blackboard courses as needed.