

# Zoom Cloud Recording

In this article:

[Access and manage your zoom recordings.](#)

When recording a Zoom meeting or webinar, the recorded files will now be stored in the cloud. We will no longer be able to record locally to laptops or PCs.

As a Zoom Enterprise account, we have no limit on the number of recordings we keep in the cloud and there are no set time restrictions. These are entirely up to us.

This document will assist you in managing your recordings. This information was taken from the Zoom website.

## View your recordings

### As a Holland Bloorview account Zoom holder

1. Sign in to your Zoom web portal.
2. In the navigation menu, click [Recordings](#).  
You will see a list of cloud recordings that you started.
3. Adjust the date range and status, then search by host, meeting ID, topic, or keyword.

**Note:** There is no limit on the date you can specify.

## Settings for recording

- Pencil/edit button: Allows you to rename the meeting topic or recording display names
- **This recording will be deleted in \_\_ days:** If you enabled auto-deletion, this displays the number of days before the recording is deleted. You will receive an email notification 7 days before the recording is deleted.
- [Recording Analytics](#): View metrics for the recording.

- **Play button:** [Play the video or audio file](#) in your browser.



- **Download:** Downloads the [recording file](#) to your local computer.

## Share your recordings

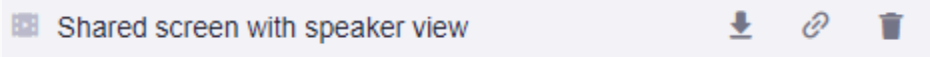
Click **Share** to display the recording link information and sharing settings, such as disabling downloads from viewers and requiring a password to view.

- **Share this recording:** Allows the recording to be shared publicly or internally. Switch the toggle off if you want the recording to be private. If you share the recording, Zoom will create a web page where visitors can view the cloud recording.
- **Add expiry date to the link:** Allows you to set number of days or specific date when the link will expire for viewers.
- **Viewers can download:** Allows viewers to download the video in addition to viewing it online.

## Recordings with screen share, chat, or audio transcript

If you recorded a meeting that contained [screen sharing](#), you'll see an additional recording file called **Shared screen with speaker view**, which contains the screen share portion of your recorded meeting.

Click the link to play it. You can also hover over it to display for icons to download the file, copy the shareable link, or delete the file:



If your cloud recording has [audio transcript](#) or [chat](#) enabled, you'll also see the same icons for the transcript and chat files:

## Protecting cloud recordings with a password

You can password protect the recording to limit who can download or view your cloud recording. The storage is in a Canadian facility and encrypted already – so this is not a must.

1. [Access recording management](#).
2. Click **Share** next to the recording you want to password protect.
3. Enable **Password protection** by clicking the toggle.
4. Enter the password you want to use and click **Save**.

## Deleting cloud recordings

As a user or admin, you can [delete cloud recordings](#). This will move the files to the trash and you can permanently delete them from the trash manually. If you don't permanently delete them manually, they will be deleted in 30 days. Files in the trash don't count towards your cloud recording storage.