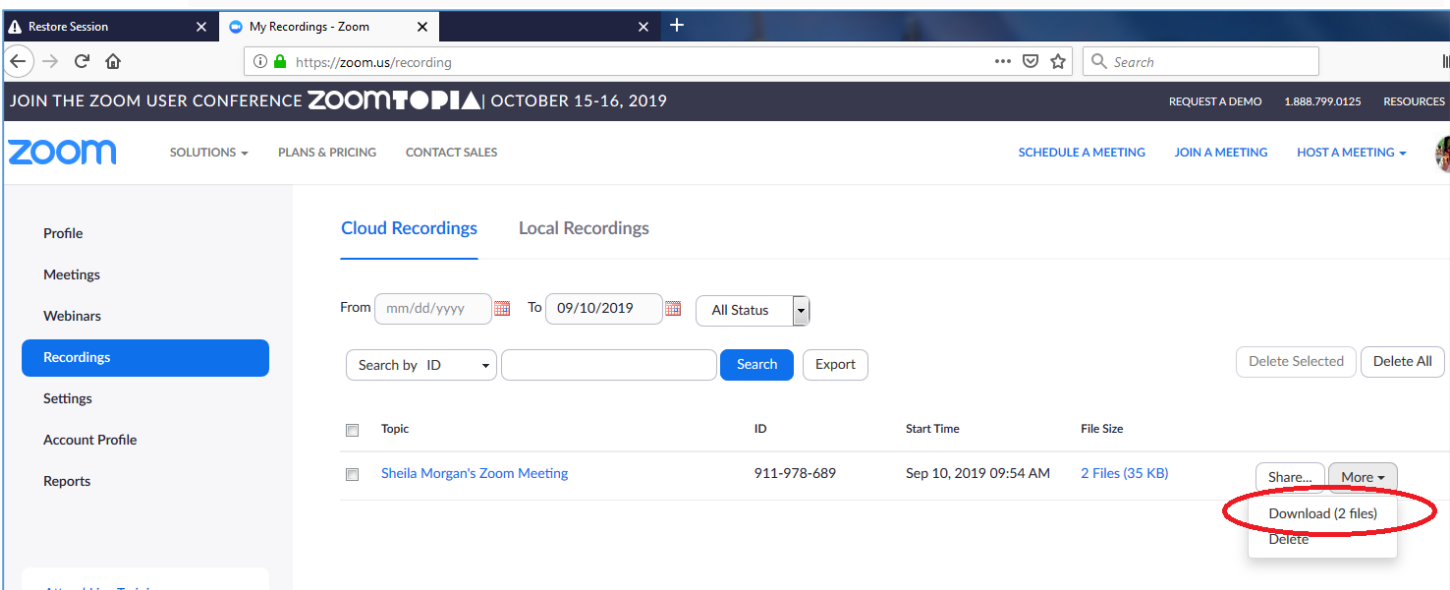


# How to Download Files, Delete Specific Files or Delete All Recorded Files in Zoom Shared Cloud Space

Log in at <https://zoom.us/> Use the same username and password that you do in Canvas and/or with the Zoom desktop client.



The screenshot shows the Zoom web interface for 'My Recordings'. The 'Cloud Recordings' tab is selected. The interface includes a search bar, filters for 'From' and 'To' dates, and a status dropdown. A table lists recordings with columns for Topic, ID, Start Time, and File Size. A recording titled 'Sheila Morgan's Zoom Meeting' is shown with ID '911-978-689' and '2 Files (35 KB)'. A 'More' dropdown menu is open for this recording, with 'Download (2 files)' highlighted by a red circle.

Topic	ID	Start Time	File Size
Sheila Morgan's Zoom Meeting	911-978-689	Sep 10, 2019 09:54 AM	2 Files (35 KB)

## How to Download Individual Files

### Select Recordings from the menu

If you want to keep some recordings in the cloud but download others, choose the option on the right of the recording and select to download it to your personal computer. Save the file to a folder on your personal computer.

Zoom My Recordings - Zoom

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Profile Meetings Webinars **Recordings** Settings Account Profile Reports

Cloud Recordings Local Recordings

From mm/dd/yyyy To 09/10/2019 All Status

Search by ID Search Export Delete Selected Delete All

Topic	ID	Start Time	File Size	
Sheila Morgan's Zoom Meeting	911-978-689	Sep 10, 2019 09:54 AM	2 Files (35 KB)	Share... More Download (2 files) Delete

## Delete a Specific Recording

To delete specific recordings only, find the recording you want to remove from the cloud and select to delete it from the options on the right of the recording.

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From mm/dd/yyyy To 09/09/2019 All Status

Search by ID Search Export Delete Selected Delete All

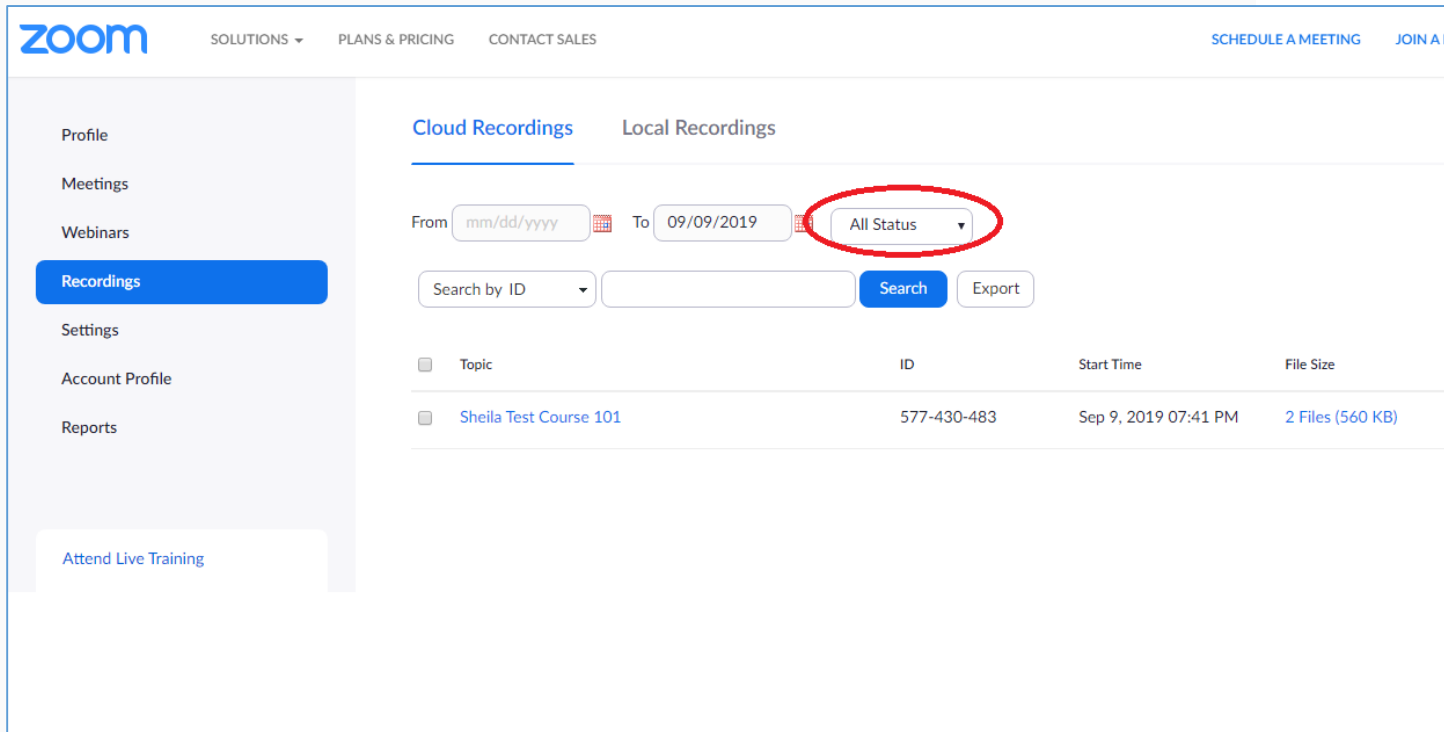
Topic	ID	Start Time	File Size	
Sheila Test Course 101	577-430-483	Sep 9, 2019 07:41 PM	2 Files (560 KB)	Share... More

## How to Delete All Files in the Cloud

Select Recordings from the menu.

1. Access the All Status dropdown menu.
2. Click **Delete All**.

3.



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Profile  
Meetings  
Webinars  
**Recordings**  
Settings  
Account Profile  
Reports

Attend Live Training

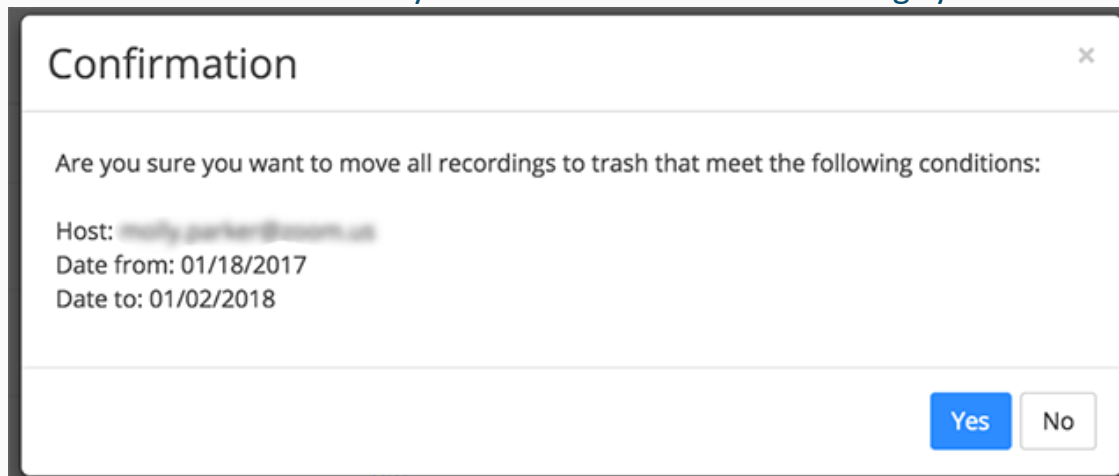
Cloud Recordings Local Recordings

From  To  **All Status** ▾

Search by ID  **Search** **Export**

<input type="checkbox"/>	Topic	ID	Start Time	File Size
<input type="checkbox"/>	Sheila Test Course 101	577-430-483	Sep 9, 2019 07:41 PM	2 Files (560 KB)

You will need to confirm if you want to delete the recordings you searched for.



Confirmation

Are you sure you want to move all recordings to trash that meet the following conditions:

Host: [redacted]  
Date from: 01/18/2017  
Date to: 01/02/2018

**Yes** **No**

4. Click **Yes** to confirm and move the recordings to the trash.

### Viewing Deleted Files in the Trash

To view files in the trash, click **Trash** on the right side of the Recording Management page. Files in the trash don't count towards your cloud recording storage and will be permanently deleted in 30 days. If you do not have the **Trash** option, there are currently no files in your trash.

From  To  Search by Host

2.7 GB(0% used) of 97.66 TB

<input type="checkbox"/>	Host	Topic	ID	Start Time	File Size
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### Recovering Accidentally Deleted Files from the Trash

Enter the Trash page. Check one or more meetings and then click **Recover** at the top. Click **Recover** to the right of individual meetings to recover that meeting only.

Your recording files will be saved for 30 days. These files will not count as part of your total storage allowance.

Search by user email  Search by meeting number

2 items selected

<input type="checkbox"/>	Host	Topic	ID	Start Time	File Size	Delete Time	
<input checked="" type="checkbox"/>	[redacted]	Nov 13pm Personal Meeting Room	[redacted]	Dec 14, 2017 15:30	1,006 KB (2 Files)	Dec 20, 2017 17:01	<input type="button" value="Recover"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	[redacted]	Nov 13pm Personal Meeting Room	[redacted]	Dec 13, 2017 16:12	35 MB (2 Files)	Dec 14, 2017 11:40	<input type="button" value="Recover"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	[redacted]	11:40 AM Personal Meeting	[redacted]	Nov 19, 2017 20:44	44 22 KB	Dec 03, 2017 11:40	<input type="button" value="Recover"/> <input type="button" value="Delete"/>