Recovering Deleted Zoom Recording

Please find the instructions for recovering and downloading Zoom Recordings:

Downloading the recording is important, as Ryerson will not be able to store all cloud recordings indefinitely.

1. Login to your Zoom account and navigate to the **Recordings** tab on Left side navigation menu.

Profile	
Meetings	
Webinars	
Recordings	
Settings	
Account Profile	
Reports	

2. If there are any cloud recordings in the trash, you will see a **Trash link** in the top right. Click this link to view cloud records that have been deleted in the last 30 days.

Search by ID - Q		Search Export			
Delete Selected Delete All					Trash (
🗌 Торіс	ID	Start Time	File Size	Auto Delete In	



 In the trash bin check both Deleted Meeting Recordings and Deleted Recording Files. To recover the recording, click the Recover link on the right.

Recordings > Trash			
Deleted Meeting Recordings Deleted Recording files	Empty Trash	Recordings > Trash	
		Deleted Meeting Recordings Deleted Recording files	Empty Trash
Your recording files will be saved for 30 days. These will not count as part of your total storage allowance.		Your recordines will be saved for 30 days. These files will not count as part of your total storage allowance.	
From 04/03/2021 To 05/03/2021 Export Export		From 04/03/	
Topic ID Start Time File Size Delete Time		Topic ID Start Time File Size Delete Time	
Your trash does not have any recordings that meet the search conditions.			

- 4. Your recording will then be available again in your recordings list.
- 5. If you require access to a recording beyond the default six-month period, we recommend that you <u>download the recording</u> and then <u>upload the recording to Google Drive</u>. Before they are deleted, you must download the files. We do not recommend storing your Zoom recordings on your device. Video files tend to be large and can slow device performance. Take advantage of the following University-funded storage solutions.

From mm/dd/yyyy To 0	5/03/2021 All	Status ~				
Search by ID		Search Export				
Delete Selected Delete All						Trash (1
🗌 Торіс	ID	Start Time	File Size	Auto Delete In		
	m 776 503 6092	РМ	:40 2 Files (3 MB)	42 days	Share	
					More 🗸	
	m 776 503 6092		2 Files (3 MB)	42 Download (2 files)		
			Delete			

Note that items in the Zoom cloud trash folder can be recovered within 30 days following a move to the trash.

- Once recovered from the trash, Zoom allows 24 hours for the recording to be downloaded before it is automatically returned to the trash folder.
- Once a recording has been automatically moved back to the trash, it will be permanently deleted 30 days from the date it was originally moved to the trash.