



You can view your cloud recordings on the web from any device and you can see where local recordings were saved to if they were recorded with a supported version of Zoom. Zoom only displays the location of local recordings if they were recorded using the Zoom client for Windows version 4.0.25513.0228 or later or Zoom client for Mac version 4.0.25513.0228 or later.

Accessing Recordings on the Web

To access your cloud recordings or view where your local recordings are saved, login to [My Recordings](#) in the Zoom web portal.

Cloud Recordings

1. After logging in to [My Recordings](#), click the topic of the meeting that you want to view the recording from.

The screenshot shows the 'My Recordings' interface in the Zoom web portal. At the top, there are two tabs: 'Cloud Recordings' (selected) and 'Local Recordings'. Below the tabs, there is a search and filter section with 'From' and 'To' date pickers (the 'To' date is set to 12/27/2017), a 'Search by ID' dropdown menu, and 'Search' and 'Export' buttons. Below this, there are 'Delete Selected' and 'Delete All' buttons. The main content is a table of recordings. The first row of the table is highlighted with a red box. The table has columns for 'Topic', 'ID', 'Start Time', and 'File Size'. There are also 'Delete' buttons for each recording row.

Topic	ID	Start Time	File Size
Molly Parker's Zoom Meeting	[blurred]	Dec 11, 2017 09:18	2 Files (334 KB)
Molly Parker's Personal Meeting Room	[blurred]	Dec 08, 2017 12:21	3 Files (29 MB)

- This will display the individual recording files. For each file, you will have the following options:

The screenshot shows the Zoom meeting interface for 'Molly Parker's Zoom Meeting'. The meeting details are: Dec 11, 2017 9:18 AM Central Time (US and Canada) ID: 888-786-118. Below the meeting title, there are two recording cards. The first card is for 'Recording-1 (235 KB)' and has 'Accessed this month: 1'. The second card is for 'Audio Only-1 (99 KB)' and has 'Accessed this month: 0'. Each card has a play button icon and three action buttons: 'Download', 'Share', and 'Delete'.

- Download:** Download this recording to your computer.
 - Share:** This will open a popup with the recording's URL and the share settings. You can copy this URL to share the recording.
 - Delete:** Click Delete to move this recording to the Trash.
- If you delete a recording, you can click **Trash** from the [My Recordings](#) page to recover or permanently delete the file. [Read more.](#)

The screenshot shows the 'My Recordings' page in Zoom. At the top, there are search filters: 'From' (MM/DD/YYYY), 'To' (01/02/2018), 'Search by Host', and buttons for 'Search' and 'Export'. Below the filters, it shows '2.7 GB(0% used) of 97.66 TB' and buttons for 'Delete Selected', 'Delete All', and 'Trash (3)'. At the bottom, there is a table header with columns: Host, Topic, ID, Start Time, and File Size.

Local Recordings

You can view the location of Local Recordings on the web if the meeting was recorded with Zoom client for Windows version 4.0.25513.0228 or later or Zoom client for Mac version 4.0.25513.0228 or later. This will only display the recording file path. You will need to open the file on the computer where the meeting was recorded to view the recording.

1. After logging in to [My Recordings](#), click **Local Recordings**.

Cloud Recordings **Local Recordings**

From MM/DD/YYYY To 12/27/2017 Search by ID Search Export

Delete Selected Delete All Trash (1)

Topic	ID	Start Time	File Size	
<input type="checkbox"/> Molly Parker's Zoom Meeting	[REDACTED]	Dec 11, 2017 09:18	1 File (99 KB)	Play more ▾
<input type="checkbox"/> Molly Parker's Personal Meeting Room	[REDACTED]	Dec 08, 2017 12:21	3 Files (29 MB)	Delete

2. This will display the meeting topic, meeting ID, date and time, computer name, and file path for the recording.

Cloud Recordings Local Recordings

The Local recordings listed below are accessible only from the computer on which they were recorded.

From MM/DD/YYYY To 12/27/2017 Search Export Delete Selected Delete All

Topic	ID	Start Time	Computer Name	Location	
<input type="checkbox"/> Molly Parker's Zoom Meeting	[REDACTED]	Dec 27, 2017 20:31	[REDACTED]	/home/molly/Documents/Zoom/2017-12-27 20.31.32 Molly Parker's Zoom Meeting [REDACTED]	Delete
<input type="checkbox"/> Molly Parker's Zoom Meeting	[REDACTED]	Dec 27, 2017 20:13	Molly's MacBook Pro	/Users/mollyparker/Documents/Zoom/2017-12-27 20.13.49 Molly Parker's Zoom Meeting [REDACTED]	Delete

3. If you click **Delete** to remove a recording from the list, it will no longer appear in your web portal, but it will still be stored on the computer where it was recorded.

Remove local recording from list

This removes the local recording from the list, but does not delete the recording itself.

The local recording is stored on the computer where you clicked the "Record" button. To permanently delete the recording, delete the recording files from that computer.

Remove from the List Cancel