🔗 Web

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.

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

Molly Parker's Zoom Meeting Edit

Dec 11, 2017 9:18 AM Central Time (US and Canada)   ID:

- o **Download**: Download this recording to your computer.
- o **Share**: This will open a popup with the recording's URL and the share settings. You can copy this URL to share the recording.
- o **Delete**: Click Delete to move this recording to the Trash.

3. If you delete a recording, you can click **Trash** from the **My Recordings** page to recover or permanently delete the file. Read more.

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**.

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

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.