

Zoom cloud recording storage cleanup to start on January 11, 2021

When you record a meeting in Zoom, you have the option to save that recording to the Zoom cloud. However, our cloud storage with Zoom is limited and was never intended to be a long-term storage location for Vanderbilt recordings, as we have many other storage alternatives available. Beginning January 11, 2021, Vanderbilt will only save Zoom cloud recordings for a maximum of 112 days. This means that on January 11, all cloud recordings made prior to October 13, 2020, will be deleted from Zoom's cloud storage, and recordings will continue to be deleted on a 112-day rolling basis.

Please review your Zoom cloud recordings as soon as possible. **If you have recordings that you would like to keep, please download them and save them to one of the many alternative storage locations available to you (instructions below).**

If you need assistance with Zoom, please call VUIT Support at 615-343-9999 or submit a help request at help.it.vanderbilt.edu.

Instructions to View, Download, and Delete Zoom Cloud Recordings:

1. Navigate to [Vanderbilt.zoom.us](https://vanderbilt.zoom.us) and sign in.
2. Click on "Recordings" on the left side
3. Next to each of your recordings, there is a "More" button, and from there you can either download or delete a recording.
4. If you have recordings you need to keep, you should download them and save them to the storage location of your choice (ex. OneDrive, Kaltura). Once downloaded, please delete the recording from Zoom's cloud storage.

If your recording is teaching related, we recommend you review information put together by the Center for Teaching (CFT), which provides guidance on what recordings can be saved, what recordings can be shared and with whom, and recommended storage locations:

(<https://www.vanderbilt.edu/brightspace/2020/10/06/all-about-recording-new-guides-for-faculty/>).