


This guide covers how to download a Zoom recording. This method works if you schedule your session(s) via Canvas integration, Outlook, and Zoom website.

## Login to Zoom Account

Use the option below to login to your Zoom account.

1. Go to <https://zoom.us>, click **Sign In** on the upper-right, and click the **black key**  **SSO icon** at the bottom.
2. Enter **wisconsin-edu** as your company domain and click **Continue**.
3. Enter your UWEC credentials.

If you previously had a UWEC Zoom account, you may need to also complete the steps below.

1. Click **Confirm your email address**; you should receive an email within 3-5 minutes.
2. Open the email, click **Switch to the new account**, and click **I Acknowledge and Switch**.  
**NOTE:** It takes a few minutes to switch your account. The page does not automatically refresh, but you will receive an email when the process is complete.

## Access and Download Recordings

1. Click the **Recordings** button on the left.
2. Click the **name of the meeting session**.  
**NOTE:** Depending on the recording settings, there might be one, two, or even more recordings for each session.
3. Click **Download** next to the recording you wish to save.  
**NOTES:** It will be saved in your default location, typically your *Downloads* folder. If you have audio transcripts enabled, the text will be downloaded as a vtt file.
4. **IMPORTANT:** Upload the video to Kaltura or OneDrive for long-term storage.