

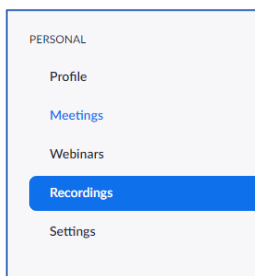
# DOWNLOADING A ZOOM RECORDING TO EDIT IN ReCap

NUIT AV & Digital Media Services

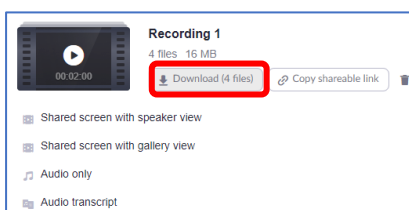
As cloud recordings can only be retained within Zoom for 30 days, and any edits made only apply to the file whilst hosted in the cloud, we recommend that if you wish to edit and share a Zoom recording then you download your recording and upload it to ReCap as follows: -

## Downloading your recording from Zoom

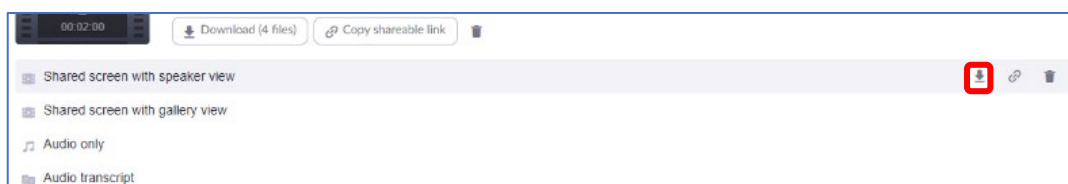
1. Log into your Zoom profile at <http://newcastleuniversity.zoom.us>
2. From within your **Personal Profile** select **Recordings** from the left panel



3. Select the recording you wish to download and click **Download**



OR



Your video and audio files will be now available to you in your **Downloads** folder on your device

## Uploading and editing your Zoom recording in ReCap

1. Follow the step-by-step guidance within [this document](#) to upload your video content to ReCap. Be sure to **select the correct file** that you wish to upload /edit (the .mp4 file for video and audio or the .m4a file for audio only)
2. Follow the guidance within [this document](#) which shows you how to 'top & tail' your recording, as well as remove sections of content from the middle of the videos. Note that any edits would remove both audio and video, as you cannot separate them out whilst editing