

Zoom & Panopto

Save Your Cloud Recordings to Panopto

Zoom Cloud Recordings

By default, if you have a Panopto account a copy of your Zoom Cloud Recordings will go to your My Folder area in the Panopto environment. This document will step you through how to access your Zoom Cloud Recordings in Panopto, move the recording to another folder and change the default folder your zoom recordings are sent to.

Setting Up Your TU Account

Towson University holds an enterprise account for Zoom. Using TU's account allows us to provide the features of the Zoom video service while helping to protect you, and our data when teaching and conducting business.

1. You will only be able to integrate your Blackboard Course with your TU Zoom Account.
2. This document will step you through configuring your TU Account for Zoom
<https://www.towson.edu/technology/training/resources/documents/zoom/z01-zoom-getting-started.pdf>

More Information about Zoom at Towson University can be found at <http://towson.edu/zoom>

Zoom Cloud Recordings

Cloud Recording

3. Launch a Zoom Meeting
4. Click **Record**
5. Select **Record to the Cloud**
6. After your session has ended navigate to <http://towsonu.hosted.panopto.com>
7. Sign in to Panopto using Blackboard by clicking the **Sign In** button
8. Enter your Towson **Username** and **Password**
9. Click on **My Folder** on the left menu
10. Click on the **Meeting Recordings** subfolder to find your Zoom Cloud Recordings

Note: This is a copy of your Zoom Cloud Recording. You will still be able to access your cloud recording in your Zoom account.

Move the Recording to a course folder

1. Complete steps 1-8 under Cloud Recording
2. Mouse over the recording you want to move and click on the **Settings** button
3. Click on the **Edit** link next to **Folder**
4. Click the **Dropdown Arrow** and select the **Folder** you want to move your recording to
5. Click **Save**

Zoom Recording Default Folder

1. Navigate to <http://towsonu.hosted.panopto.com/>
2. Sign in to Panopto using Blackboard by clicking the **Sign In** button
3. Enter your Towson **Username** and **Password**
4. Click on your **Name** in the top right corner
5. Click on **User Settings**

6. Scroll down to **Zoom Recording Import Settings** and click the **Edit** link
7. Click the **Dropdown Arrow** and select the **Folder** where you want all of your recordings to be saved
8. Click **Save**

Note: You can also create folder mappings under this section to send videos to different folders automatically based on meeting ID.