

### Deleting an individual recording:

1. From the 'My Meetings' view of Zoom, select the option for 'Recordings' from the menu on the left side.
2. From the Recordings menu view, make sure the tab is selected for 'Cloud Recordings' on the top left.
3. On the far right of the list of recordings, you will see buttons 'Share' and 'More'. Select More and from the menu that opens, select 'Delete'.
4. In the confirmation window that appears select 'Yes' to 'Move all files of this recording to trash'. Your recording and associated files are now moved to the trash.

### Confirmation ×

Move all files of this recording to trash?

5. On the right hand side, click 'Trash' link with a number next to it reflecting the number of recordings that are there.

6. From this Deleted Meeting Recordings menu, click the red link, 'Empty Trash', on the right hand side.

[My Recordings](#) > [Trash](#)

[Deleted Meeting Recordings](#)

Deleted Recording files

7. In the confirmation window that appears, click the red 'Empty' button to empty the trash and fully delete this recording from the Zoom cloud.

### Empty Trash ×

This action will affect all 1 meeting recordings and all 0 recording files in Trash.

Are you sure you want to empty the trash?