

1. From the **'My Meetings'** view of Zoom, select the option for **'Recordings & Transcripts'** from the menu on the left side.
2. From the Recordings & Transcripts menu view, make sure the tab is selected for **'Cloud Recordings'** at the top underneath the title.
3. Click the thumbnail (large still image from the Zoom recording) of the meeting that you recorded to see the files associated with the recording to choose which file you want to download. You can also click the 3 dots in a line in the lower right corner of the image and select **'Download All'** to download all the files from the recording. You can skip to step 6 if you choose **'Download All'**.

The screenshot displays the Zoom 'Recordings and Transcripts' interface. On the left, a sidebar under the heading 'PERSONAL' lists various options: Profile, Meetings, Webinars, Events & Sessions, Personal Contacts, Personal Devices, Whiteboards, Notes, Docs (with a 'NEW' badge), and Surveys. The 'Recordings & Transcripts' option is highlighted in blue at the bottom of the sidebar.

The main content area is titled 'Recordings and Transcripts' and features three tabs: 'Cloud recordings' (selected), 'Computer recordings', and 'Transcripts'. A blue information box states: 'Cloud recordings will be deleted automatically after they have been stored please contact your administrator.' Below this are two search bars: 'Search by topic or meeting ID' and 'Search text in audio transcript'.

Two recording thumbnails are shown. Each thumbnail is a still image from a recording, with a duration and timestamp in the bottom right corner. The first thumbnail has a duration of :29:31 and a timestamp of 1:45 AM. The second thumbnail has a duration of :28:36 and a timestamp of 2:52 PM. Below each thumbnail is a title bar with 'Te...' and 'ive...' visible, and a set of icons including a share icon and a three-dot menu icon.

4. After you click on the thumbnail of your recording, you will have the ability to download the separate files associated with the recording:
  - 'Shared screen with speaker view'
  - Audio Transcript (this file is the closed captions portion of the file)
  - Chat File (messages from the chat during the Zoom session)
5. When you move your mouse over one of those options, it will turn gray and reveal a new set of small icons. Click the download icon (down arrow with a line underneath) from the set to download a file.
6. The download of that recording you selected will begin and will be accessible from the 'Downloads' folder on your computer.