How to Download a Zoom Recording and Upload it to Panopto

- 1. Go to your Search Bar
 - a. Type in gvsu-edu.zoom.us
 - b. Press Enter



- 2. Click on the Sign in Button
 - a. Put in your GVSU username and Password
 - b. Sign in
- 3. Once your signed in, you will be redirected to the Zoom site
 - a. Click the Recordings tab on the left hand side of the screen



- 4. Locate the video you want to download
 - a. Click on the "more" button
 - b. Select download on the drop down menu
 - c. On the pop-up menu, select download again

🔍 🔍 🌒 👔 Tutorial Videos : Panopto :	🗙 🛛 🔹 🖉 Panopto 💿 🗴 📄 Video Conferencing, We	Con 🗙 🥃 My Recordings - Ze	oom × +				0	
\leftrightarrow \rightarrow C $$ gvsu-edu.zoom.us/recordi							🔄 🖪 🗯 💱 E	
🏢 Apps M campbnoa 💧 Drive 💭 Twitch	🛛 🎫 YouTube 🦁 GVSU 🎯 Panopto Help 🌘 Messages 🧔 Pa	10pto 于 Video Tutorials 🥖 St	onks 😋 reddit 🚹 Panopto Sta	its 🏟 Fidelity 🚹 Light	board		🗄 Reading List	
					REQUEST A DEM	O 1.888.799.0125 RES	DURCES - SUPPORT	
SOLUTIONS - PLANS & PRI	CING CONTACT SALES			s	CHEDULE A MEETING	JOIN A MEETING HOST		
Profile	Cloud Recordings Local Recordings						Settings	
Meetings Webinars	Cloud recordings will be deleted automatically after they have t	een stored for 30 days.						
Recordings	From mm/dd/yyyy To 06/30/2021	I Status 🗸						
Settings Account Profile	Search by ID v Q. Enter meeting number	Search Export				Delete Selected Delet	re All Trash (2)	
Reports	Topic	ID	Start Time	File Size	Auto Delete In			
	Creating Instructional Video: Advanced Panopto Function	lity 914 2369 6838	Jun 8, 2021 12:53 PM	3 Files (347 MB)	8 days	Share More -		
Attend Live Training								
Video Tutorials								
Knowledge Base								

← → C 🔒 gvsu-edu.zoom.us/recording	💌 YouTube 💮 GVSU 🦁 Pancoto Helo 🗯 Messages 🐔	Panooto ∓ Video Tutorials 🥖	Stonks 😁 reddit F Panooto Stats	🔊 Fidelity 🛨 Lightboard		☆ 🖪 🗯 🐩 :
					REQUEST A DEMO 1.888.799.0125	
SOLUTIONS - PLANS & PRICING	IG CONTACT SALES			SCHEDUL	E A MEETING JOIN A MEETING	HOST A MEETING -
Profile	Cloud Recordings					Settings
Meetings Webinars	Cloud recordings will be deleted automatically after they have	ave been stored for 30 days.				
Recordings	From mm/dd/yyyy To 06/30/2021	All Status 🗸				
Settings Account Profile	Search by ID	Search Export			Delete Selected	Delete All Trash (2)
Reports	Topic	ID	Start Time	File Size A	uto Delete In	
Attend Live Training Video Tutorials Knowledge Base	Creating Instructional Video: Advanced Panopto Pano	tionality 914 2349 6838	Jun 8, 2021 12:53 PM	3 Files (347 MB) 8	days Share Download Disable auto Delete	delete
						0



- 5. Once the MP4 of your video downloads, navigate to Panopto and Log in
 - a. Find the folder you want to upload your video in
 - b. Click on the create button located on the top of the page
 - c. Select upload media
 - d. Drag and drop your MP4 in the "Choose video or audio files" area
 - i. You can rename your recording in this uploading page







6. Once your video is uploaded, you can exit the window