

WARNING

PROTECT YOUR ZOOM RECORDINGS



Did you know?

If you store recorded Zoom meetings in the cloud, you may be in danger of losing those recordings.

Why???

 Zoom's default settings will delete cloud recordings after 30 days.



 In the future, Zoom cloud storage may be **limited**.

Are you saving to the cloud?

What is a cloud recording?

[Zoom Cloud Recording](#)

- If so, save files you need.

[Download/Share a Zoom Recording](#)

- Then, delete unnecessary recordings to ensure future recordings are captured.

[Delete old Zoom recordings to free up space.](#)

What are our options?

Zoom - Short Term

MAY
12

If you only need to store and share videos for a short period of time (through the end of the semester), Zoom cloud storage will cover your needs.

OneDrive



If you would like to save your videos for future use, please download them from the Zoom cloud and store them in your UNC OneDrive folder.

★ Your OneDrive folder has **1T** of space.

Can we use Canvas to store files?

Canvas has limited storage capacity.

It is better to store videos in either Zoom (short term) or Panopto and link to Canvas courses.