Deleting Cloud Recordings in Zoom

These directions assume you have already logged in to Zoom Web Access.

 Completing this process will send your recordings to 'TRASH' where you will then delete the recording (speaker and gallery view) and ALL of the associated files as well.

Deleting an individual recording:

1 - From the 'My Meetings' view of Zoom, select the option for 'Recordings' on 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 Window]

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

![Trash Link]

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

![Deleted Recordings Menu]

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.
Deleting more than one recording:
1 - From the 'My Meetings' view of Zoom, select the option for 'Recordings' on 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 - In the listing of recordings you will see the topic heading 'Topic' with a checkbox next to it. Check the boxes next to each meeting recording you want to delete.
4 - Once you have selected the meeting recordings you want to delete, click the 'Delete Selected' button on the top right.
5 - In the confirmation window that appears select 'Yes' to 'Move all of the selected recordings to trash'. Your recordings are now moved to the trash.
6 - On the right hand side, click the 'Trash' link with a number next to it reflecting the number of recordings that are there.
7 - From this Deleted Meeting Recordings menu, click the red link, 'Empty Trash', on the right hand side.
8 - In the confirmation window that appears, click the red 'Empty' button to empty the trash and fully delete this recording from the Zoom cloud.

Deleting all of your recordings:
1 - From the 'My Meetings' view of Zoom, select the option for 'Recordings' on 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 top right hand side, there will be a button 'Delete All'. Click that button to delete all of your meeting recordings.
4 - In the confirmation window that appears select 'Yes' to 'Move all of your recordings to trash'. Your recordings are now moved to the trash.
5 - On the right hand side, click the 'Trash' link with a number next to it reflecting the number of recordings that you have deleted.
6 - From this Deleted Meeting Recordings menu, click the red link, 'Empty Trash', on the right hand side.
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.