Transfer Zoom Recording to UCLA Box

To download Zoom Recordings and Upload to UCLA Box please follow these steps below:

1) If you will have to login into UCLA Zoom Video Conferencing. Use the link below and login using your UCLA Logon.

https://ucla.zoom.us/

2)Once logged in. On the menu to the left hand side click on Recordings.

3)Once there click on the recording you would like to download and click on More and then Download.

4)Once downloaded to your computer. Save it where you would like to store it on your personal computer.

In order to upload your Recordings to UCLA Box please follow these steps:

1) Login into UCLA Box. Use the following link and sign in with your UCLA Logon .

https://ucla.box.com

2) Once logged into UCLA Box. At the top right corner click on Upload.

3)You will have an option of uploading a File or Folder. Click on your preference.

4)Located your downloaded recording that you saved to your computer. Once you upload the file (or Folder) it will appear in the Files or Folder section.

5)If you want your recording to be uploaded to a specific location select the folder and follow the same instructions as shown above. For instance, I want to save my recording in Michelle’s Files Folder, so I click on it. And followed the same instructions.

6)The link below will show you how to share files uploaded onto UCLA Box.

https://support.box.com/hc/en-us/articles/360043697094-Creating-Shared-Links

Reference:

https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording

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