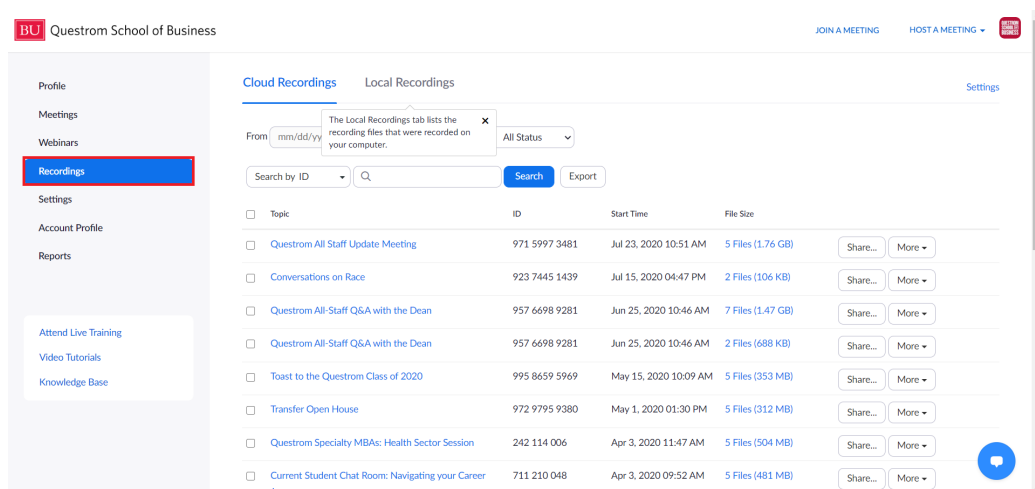


UPLOADING ZOOM CLOUD RECORDINGS TO MEDIA GALLERY

1

Locate your Zoom Cloud recording on [Questrom.zoom.us](https://questrom.zoom.us), under the 'Recordings' tab.



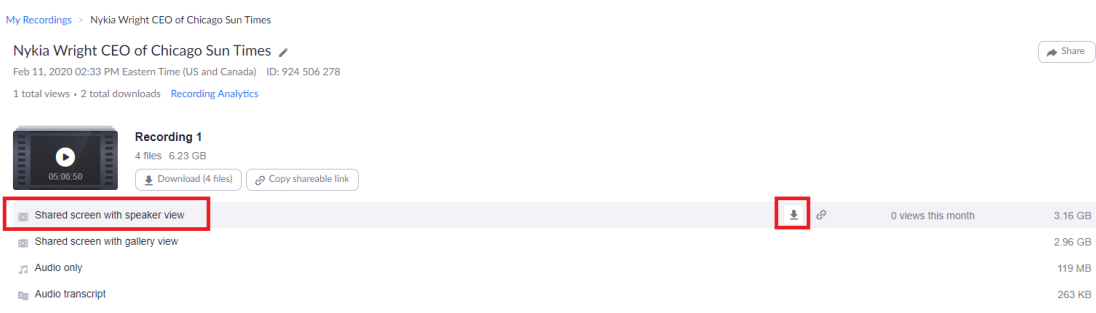
2

Click the Topic of the Recording you are looking to download

Topic	ID	Start Time	File Size
Nykia Wright CEO of Chicago Sun Times	924 506 278	Feb 11, 2020 02:33 PM	16 Files (14.86 GB)
Nykia Wright CEO of Chicago Sun Times	924 506 278	Feb 11, 2020 02:32 PM	2 Files (1 MB)
Nykia Wright CEO of Chicago Sun Times	924 506 278	Feb 11, 2020 09:56 AM	4 Files (5.98 GB)
Nykia Wright CEO of Chicago Sun Times	924 506 278	Feb 11, 2020 08:04 AM	3 Files (2 MB)

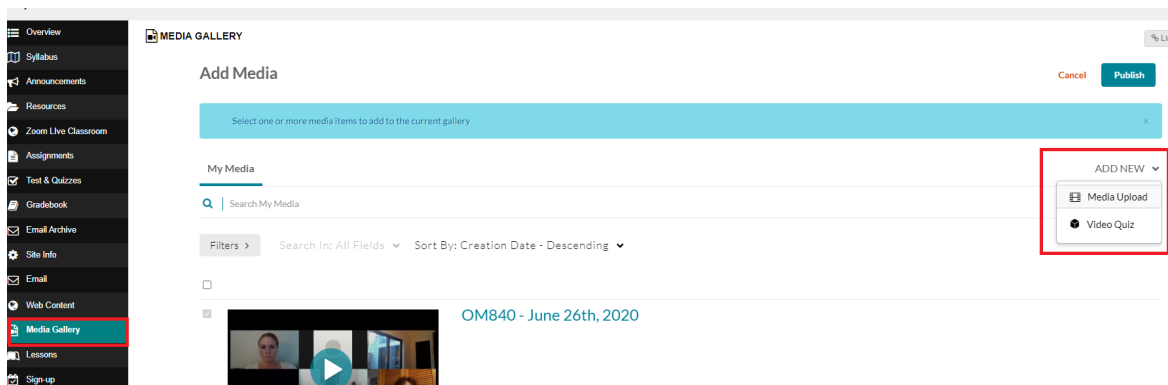
3

Hover over 'Shared Screen with Speaker View' and click on the Download icon.



4

Navigate to the Media Gallery tab in QuestromTools. Click 'Add Media', 'Add New', 'Media Upload'



5

Locate the recording download. Then rename the video and click Save.

DO NOT CLOSE THE WINDOW UNTIL THE UPLOAD IS COMPLETED.

