

## How to download from the cloud on Brightspace

1. Go to the **Zoom** tab. Select the **Cloud Recordings** tab.
2. Click on the **title of the recording**. This will load a new page with 2 different recordings to download. The first one has both video and audio and the second one is audio only.
3. Click **Download** on the recording you want to download. There will be a small message that will pop saying that passcode was copied to the clipboard.
4. Another tab/window will open where you need to paste the passcode. Do this then click on **Watch Recording**.
5. At this point the recording will either automatically download or you'll get prompted to save the recording depending on the Browser you're using. This will download the mp4 of the recording.