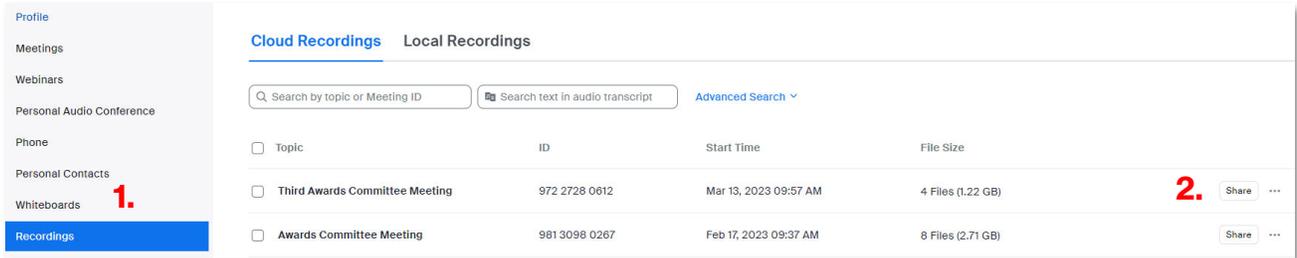


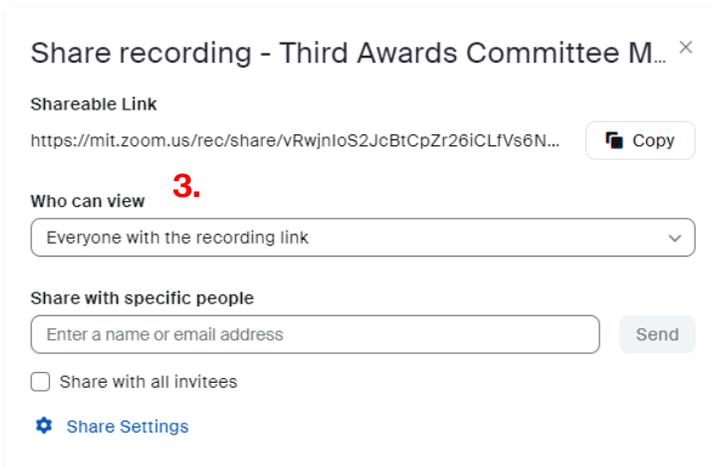
Academy Process

Downloading the Chat and Recording

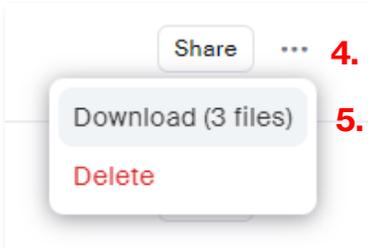
1. Sign into your Zoom account in a browser, click Recordings from left hand menu.
2. Find the meeting (you may need to search for it by a date window) and click the Share button.



3. Match the settings below.



4. Close that window and click the 3 dots to the right of the meeting.
5. Click Download 3 files (the number may be higher if you stopped and started the recording).



6. The recording and 7. The chat will be downloaded.

