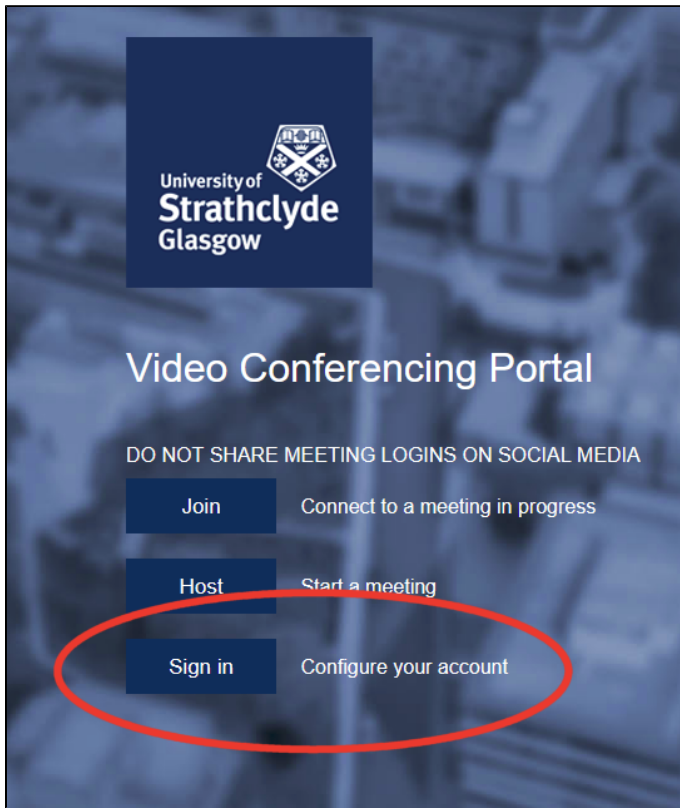
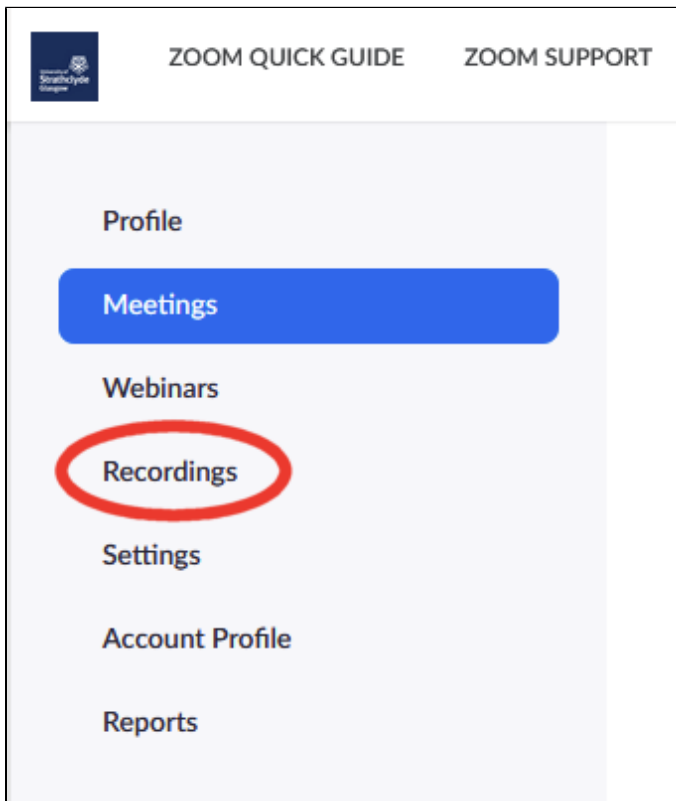


# Deleting a Zoom Recording

To delete a recording of a Zoom session, sign in to the Zoom website at <http://strath.zoom.us> :



Click on "Recordings" on the left:



This will show you your recordings:

The screenshot shows the 'Cloud Recordings' interface. At the top, there is a search bar with 'From' and 'To' date pickers (set to '15/04/2020') and a status dropdown set to 'All Status'. Below the search bar are buttons for 'Search by ID', a search input, 'Search', 'Export', 'Delete Selected', 'Delete All', and 'Trash (8)'. The main content is a table with columns: 'Topic', 'ID', 'Start Time', and 'File Size'. Two recordings are listed:

Topic	ID	Start Time	File Size
[Redacted]	[Redacted]	Apr 15, 2020 13:08	2 Files (3 MB)
[Redacted]	[Redacted]	Apr 15, 2020 12:47	6 Files (199 KB)

Each row has a 'Share...' button and a 'More' dropdown menu.

Clicking on "More" shows the option to delete a recording:

This screenshot is identical to the previous one, but the 'More' dropdown menu for the second recording is open. The menu contains 'Download (2 files)' and 'Delete'. The 'Delete' option is circled in red.

Note that this is the equivalent of moving a file to your PC "Trash". To fully delete the recording, click on the Trash link:

This screenshot is identical to the previous ones, but the 'Trash (8)' button in the top right corner is circled in red.

To fully delete a file from Trash, click on "Delete" for that recording. Alternatively, delete all recordings in Trash by clicking on "Empty Trash":

Deleted Meeting Recordings

Deleted Recording files

Empty Trash

Your recording files will be saved for 30 days. These files will not count as part of your total storage allowance.

From  To

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Delete Time	
<input type="checkbox"/>	Howard Ramsay's Personal Meeting Room	252-980-3019	Apr 15, 2020 13:08	3 MB (2 Files)	Apr 15, 2020 14:06	<a href="#">Recover</a> <a href="#">Delete</a>
<input type="checkbox"/>	Howard Ramsay's Personal Meeting Room	252-980-3019	Mar 27, 2020 18:51	2 MB (2 Files)	Apr 2, 2020 13:22	<a href="#">Recover</a> <a href="#">Delete</a>
<input type="checkbox"/>	Howard Ramsay's Zoom Meeting	900-778-638	Apr 2, 2020 11:46		Apr 2, 2020 13:22	<a href="#">Recover</a> <a href="#">Delete</a>