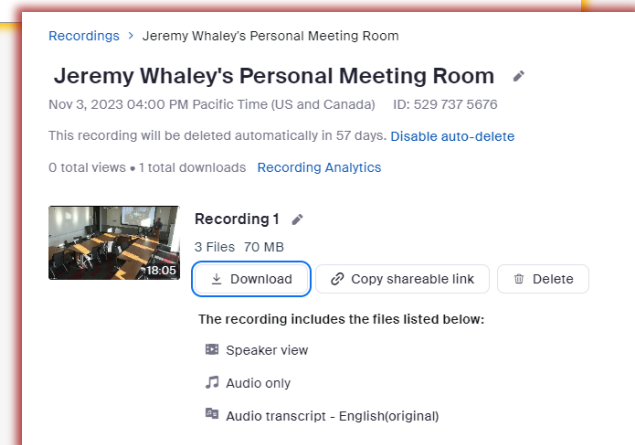
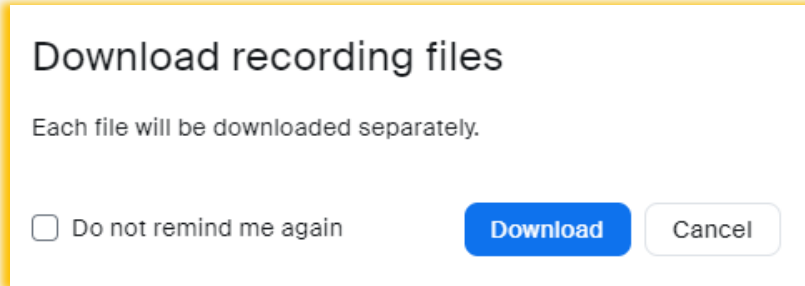
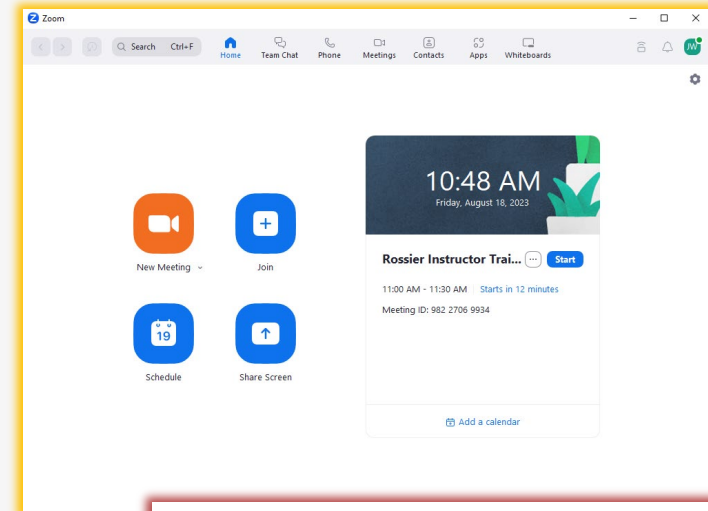




## Zoom instructions

### Download Zoom Recordings:

Step by step instructions for logging into the Rossier Zoom portal and downloading recordings.





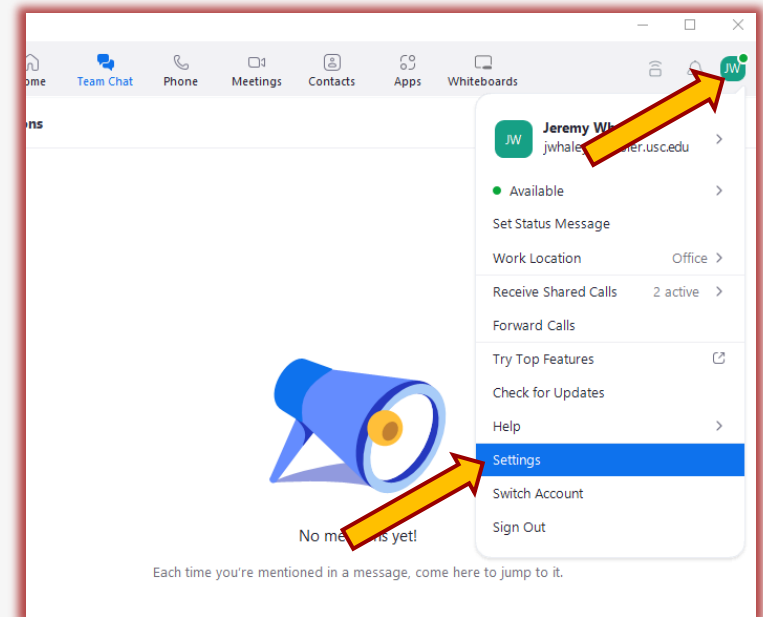
## Zoom instructions

Sign in to your Zoom Account:

Open the Zoom application and log in as if you were going to start or attend a meeting.

Select your profile in the upper right corner.

Choose “Settings” from the pulldown.





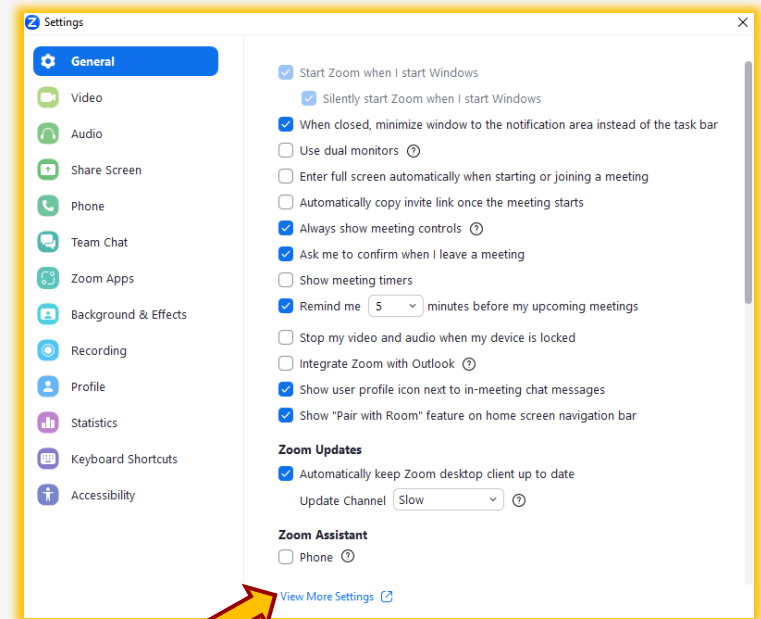
## Zoom instructions

Sign in to your Zoom Account:

At the bottom of the newly opened popup window, you will see “View More Settings” – select “View More Settings.”

Choosing “View More Settings” will open your account login from the browser.

\*\*\* Alternatively, users can access their zoom settings by visiting [uscrossier.zoom.us](https://uscrossier.zoom.us) through a web browser. \*\*\*





## Zoom instructions

Sign in to your Zoom Account:

Sign in to your Zoom account on the newly opened browser.

Sign in with your email address if you have a Rossier Zoom account, and email is how you normally log in.

Log in with SSO if you have a USC ITS account, and SSO is how you normally log in.

The screenshot shows the Zoom Sign In interface. At the top, it says "Sign In". Below that are two input fields: "Email Address" with the text "youremail@rossier.usc.edu" and "Password" with a masked password. There are links for "Forgot password?" and "Help". A blue "Sign In" button is present. Below the button, it says "By signing in, I agree to the Zoom's Privacy Statement and Terms of Service." and a checked checkbox for "Stay signed in". Underneath, it says "Or sign in with" and shows icons for SSO, Apple, Google, and Facebook. At the bottom, it states "Zoom is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply." Two orange arrows point to the email address field and the SSO icon.

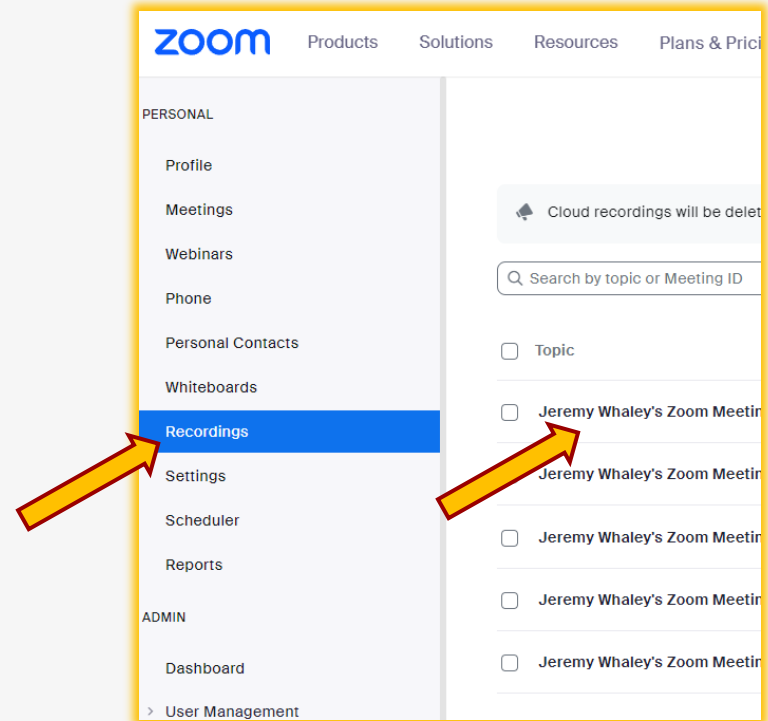
## Zoom instructions

Download Zoom Recordings:

Choose “Recordings” from the left side margin of the Zoom account page.

Identify the recording you would like to download.

Click on the specific recording title to preview and download the file.

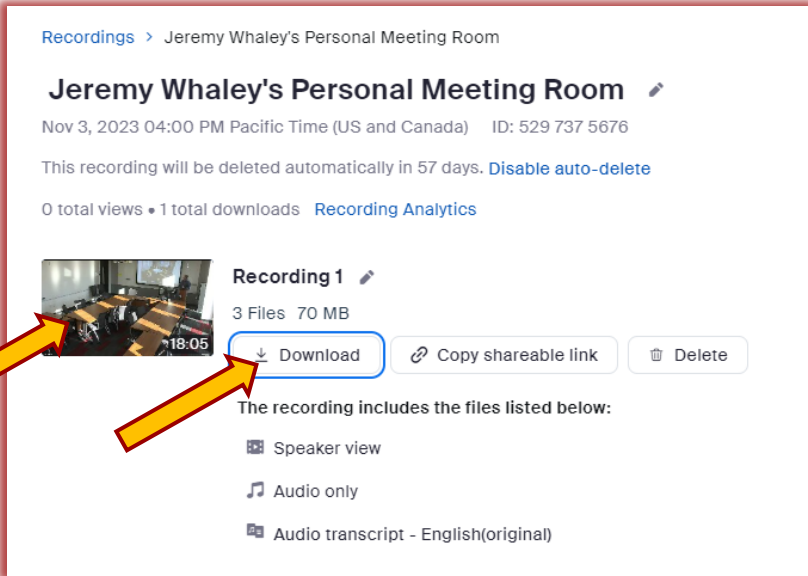


## Zoom instructions

### Download Zoom Recordings:

Click on the recording image to preview and make certain you have selected the correct file.

Verify that the file is correct and select “Download.”



The screenshot shows a Zoom recording interface. At the top, it says 'Recordings > Jeremy Whaley's Personal Meeting Room'. Below that is the title 'Jeremy Whaley's Personal Meeting Room' with an edit icon. The date and time are 'Nov 3, 2023 04:00 PM Pacific Time (US and Canada)' and the ID is '529 737 5676'. A notice states 'This recording will be deleted automatically in 57 days. [Disable auto-delete](#)'. Below this, it shows '0 total views • 1 total downloads' and a link to 'Recording Analytics'. The main content area features a video thumbnail labeled 'Recording 1' with a duration of '18:05'. To the right of the thumbnail, it says '3 Files 70 MB'. Below the thumbnail and file information, there are three buttons: 'Download' (highlighted with a blue border and a yellow arrow), 'Copy shareable link', and 'Delete'. Below these buttons, it says 'The recording includes the files listed below:' followed by a list of file types: 'Speaker view', 'Audio only', and 'Audio transcript - English(original)'. A second yellow arrow points to the 'Download' button.

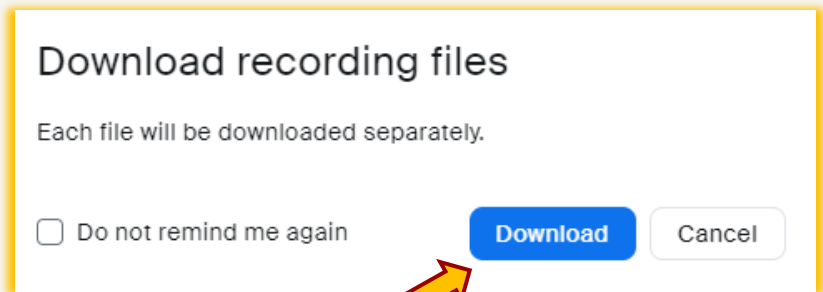
## Zoom instructions

### Download Zoom Recordings:

Choosing “Download” from the newly opened popup menu will add the file to your designated location.

You can now locate the files in your specified folder, and move them to a preferred location for future use.

\*\*\* Play the beginning, middle and end of the file to confirm the download is complete and not corrupt. \*\*\*



## Rossier MIS Classroom A/V Support

### In-Person Training and A/V Tech Support:

Hours:

Monday through Friday - 9:00am until 5:00pm

Video training and downloadable step by step instructions:

Rossier Support Wiki – [rossierportal.usc.edu](https://rossierportal.usc.edu)

Contact:

- Email - [rsoesupport@rossier.usc.edu](mailto:rsoesupport@rossier.usc.edu)
- Call Rossier Classroom Support at (213) 740-9800.

Scan QR code



MIS Training and Support Wiki