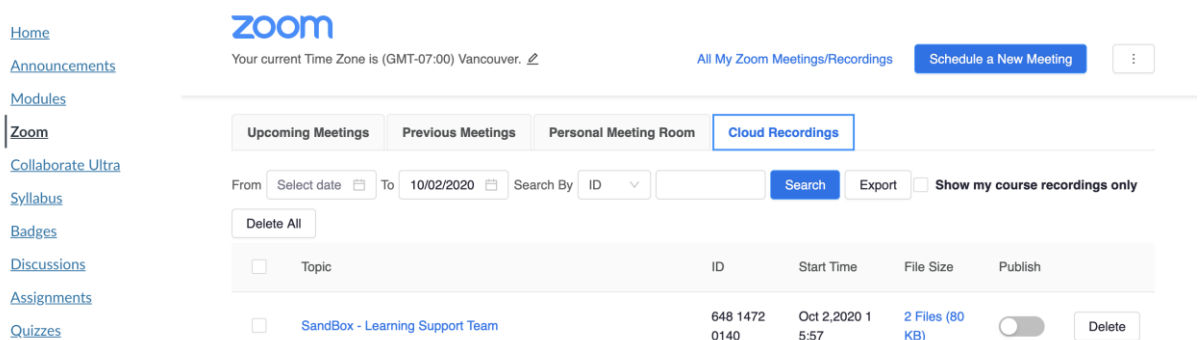# UBC Forestry

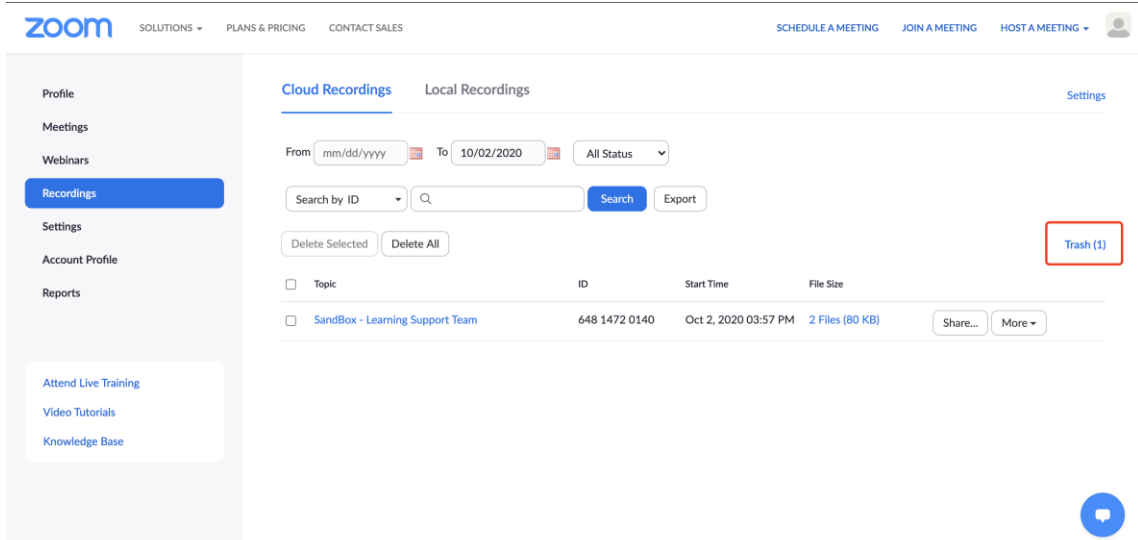# How to restore deleted zoom recordings on Canvas?

Zoom allows you to restore a recording within 30 days of deletion. However, you can't restore deleted cloud recordings in the Zoom Canvas portal. You need to go to the Zoom web portal to recover.

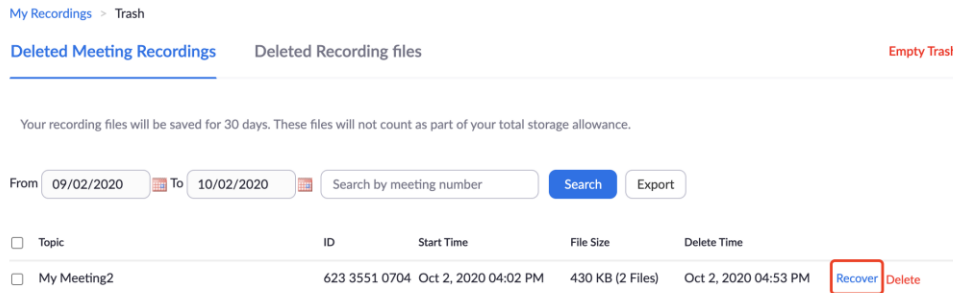**If you schedule a meeting via Zoom Canvas platform:**

1. After you record a designated zoom session on the Zoom Canvas platform and save it to Cloud, the recording will be uploaded automatically to Zoom Cloud Recordings. Cloud recording processing time can be up to 72 hours.
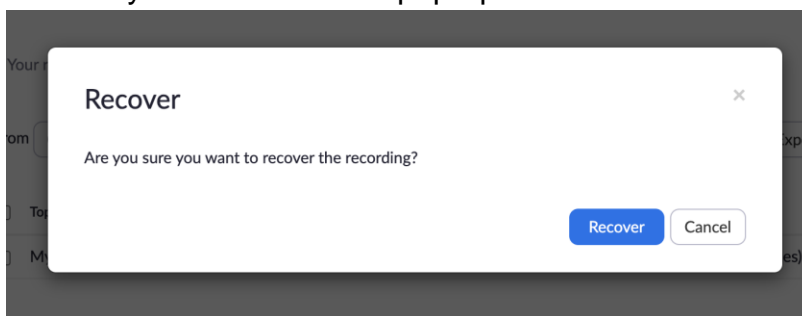

2. If you delete your cloud recording accidentally, you can recover it via the Zoom web portal.
3. Login to your Zoom account and navigate to the Recordings tab. You will see a **Trash** link on the upper right corner of the **Cloud Recordings tab**.
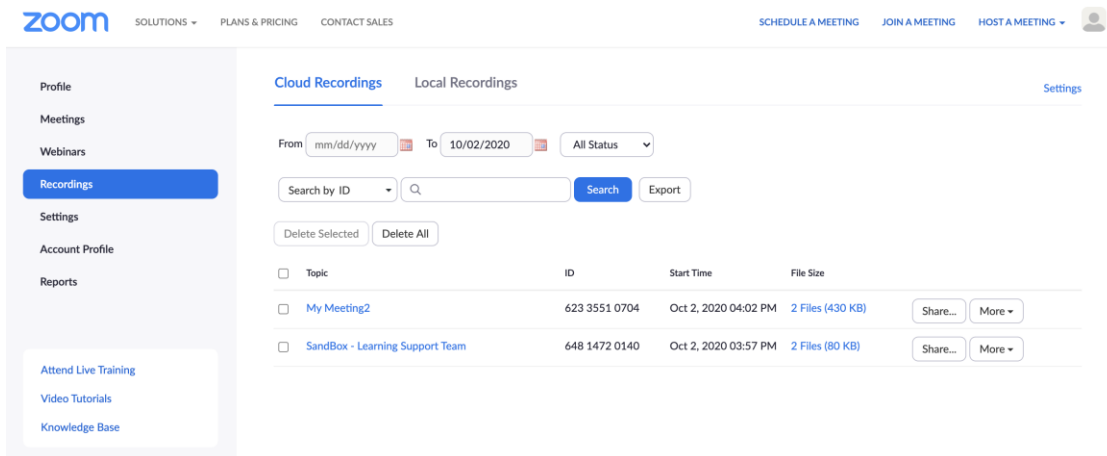
4. Click the **Trash** link, and you can access any deleted cloud recordings within the past 30 days. Click on **Recover** on the right to restore this deleted recording.
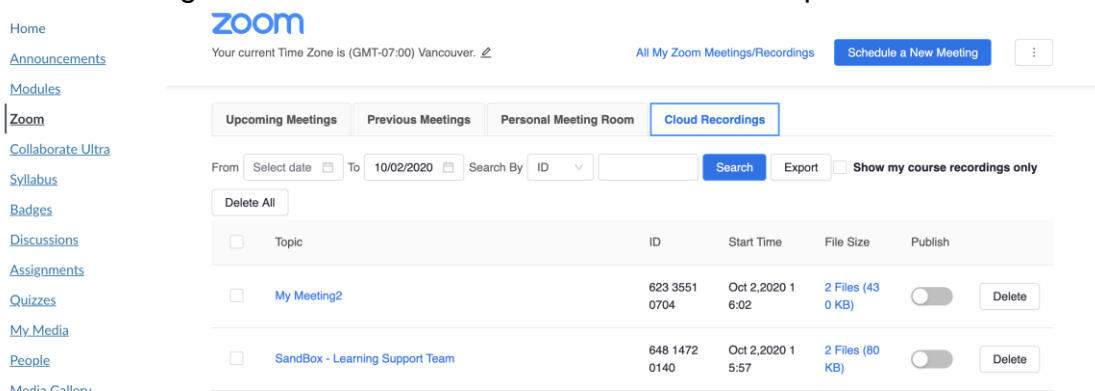

5. Confirm your choice on the pop-up window.

6. And your recording will then be available again in your recordings list.
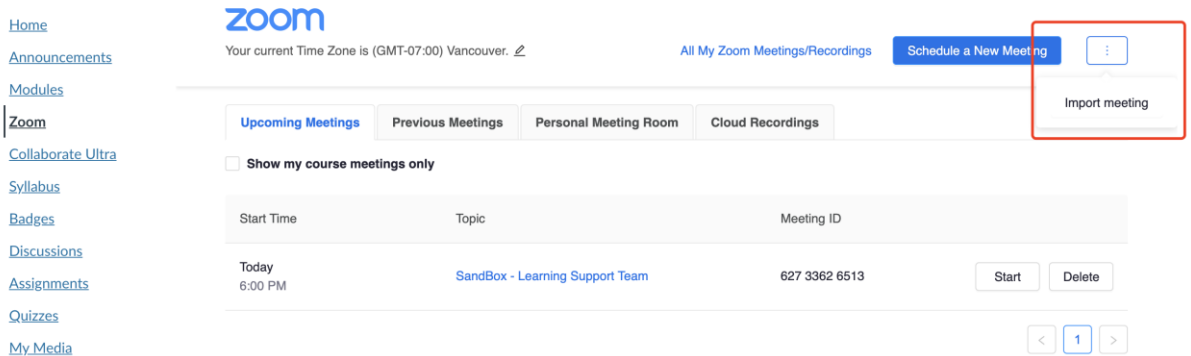

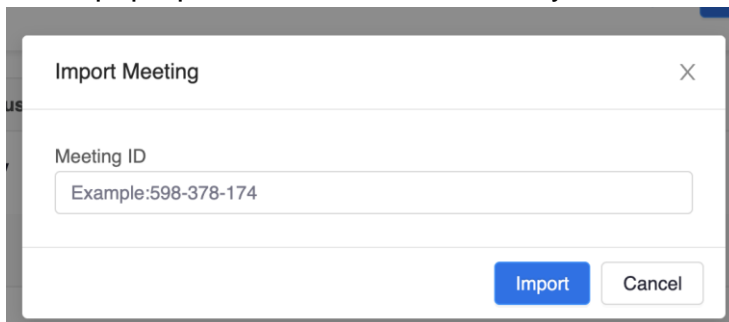This recording will also be available at the Zoom Canvas portal.

If you schedule a meeting via the Zoom Web portal or the Zoom App in your local devices and you want to import the recordings to Canvas sites.
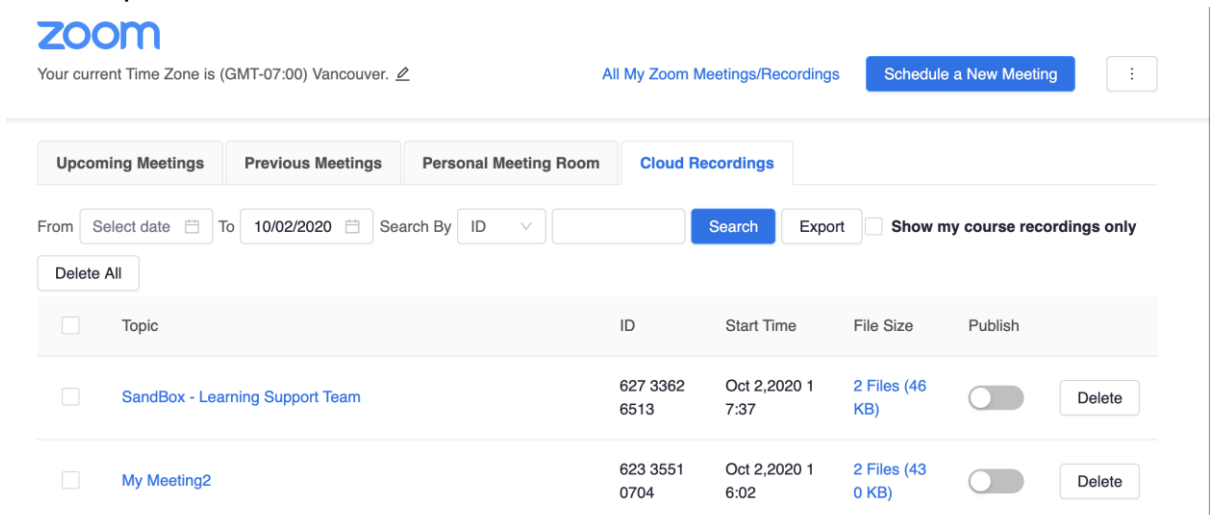
1. You need to import the Zoom meeting to Canvas. To do that, click on the **options** icon (three little dots icon), and choose **Import meeting.**

2. In the pop-up window, enter the ID for your zoom session.

3. Your cloud recording will appear in the **Cloud Recordings** of the Zoom Canvas portal in the course.

4. If you restore recordings via the Zoom web portal, recovery will be automatically synced to the Zoom Canvas portal.