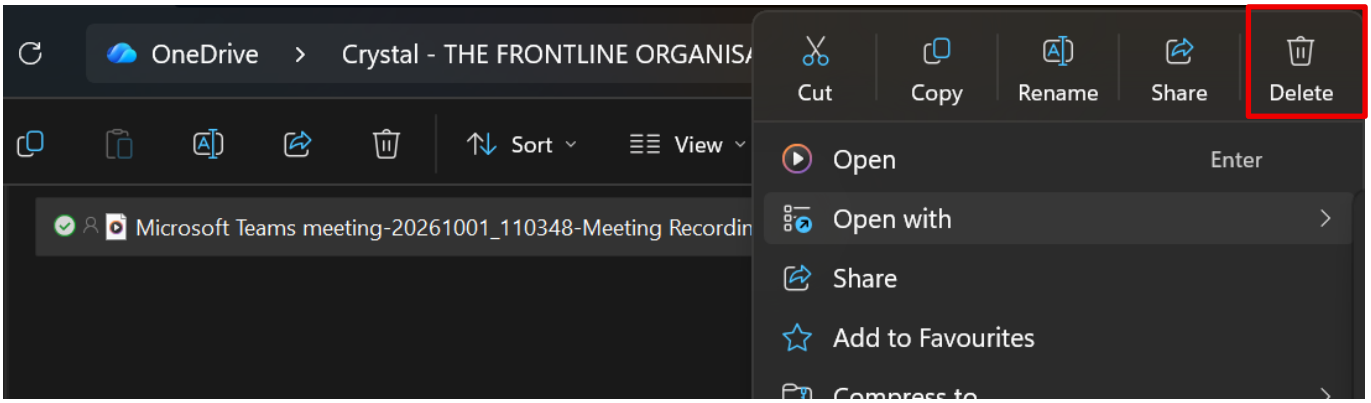
Guidance for deleting video recordings

Recording owners (the person who started the recording, or any additional owners named by that person) are the only people who can delete recordings.

To Delete the Recording (Teams):

1. Go to your OneDrive.

2. Select the Recording you want to delete > Right click the video> Click “Delete”. This will send the recording to the One Drive Recycle Bin.



3. Go to Recycle Bin (found on the left-hand side or on your desktop).



4. Select the Recording > Right click > Click Delete.

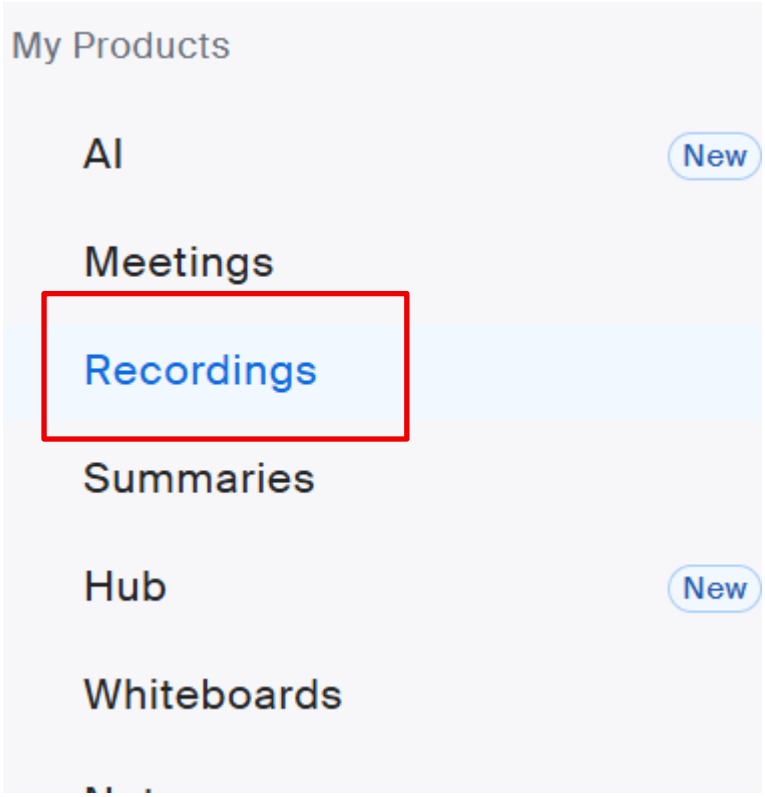
To Delete the Recording (Zoom):

Depending on your account, your video will either save to your One Drive or to your Zoom account.

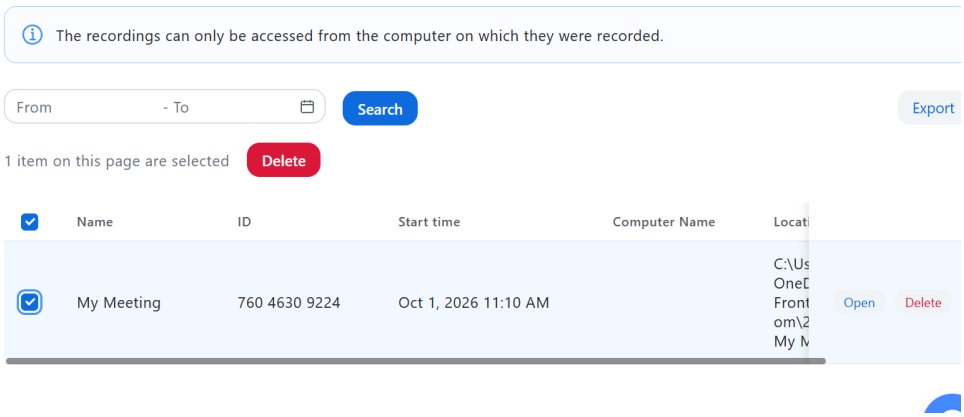
If the video is saved to your One Drive, please follow the instructions above to delete the recording.

To delete the recording on your Zoom account

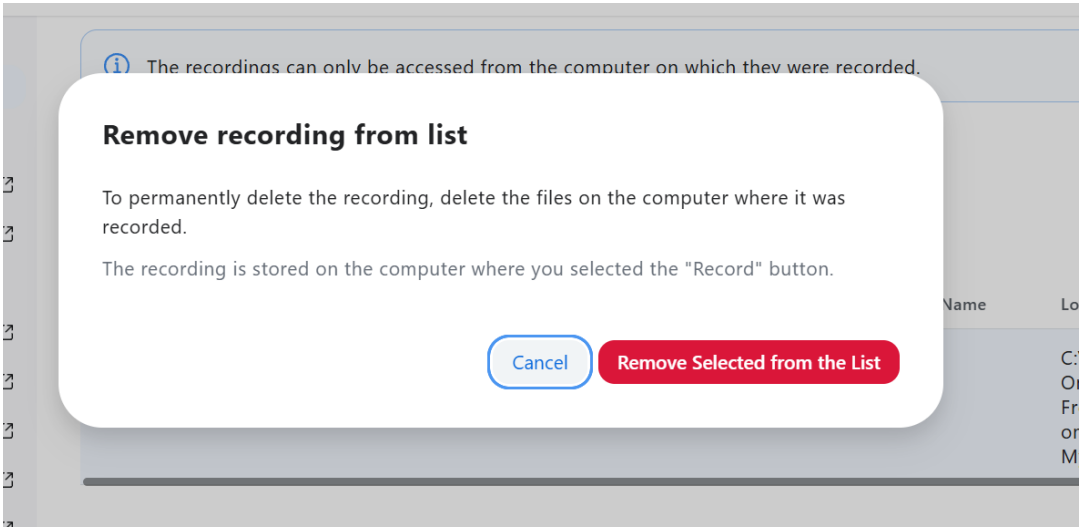
1. Go to the Recordings on your Zoom account



2. Select the recording you want to delete, and hit “Delete”



3. Hit “Remove Selected from the List”


The recordings can only be accessed from the computer on which they were recorded.
Remove recording from list
To permanently delete the recording, delete the files on the computer where it was recorded.
The recording is stored on the computer where you selected the "Record" button.
Cancel
Remove Selected from the List