## (English)

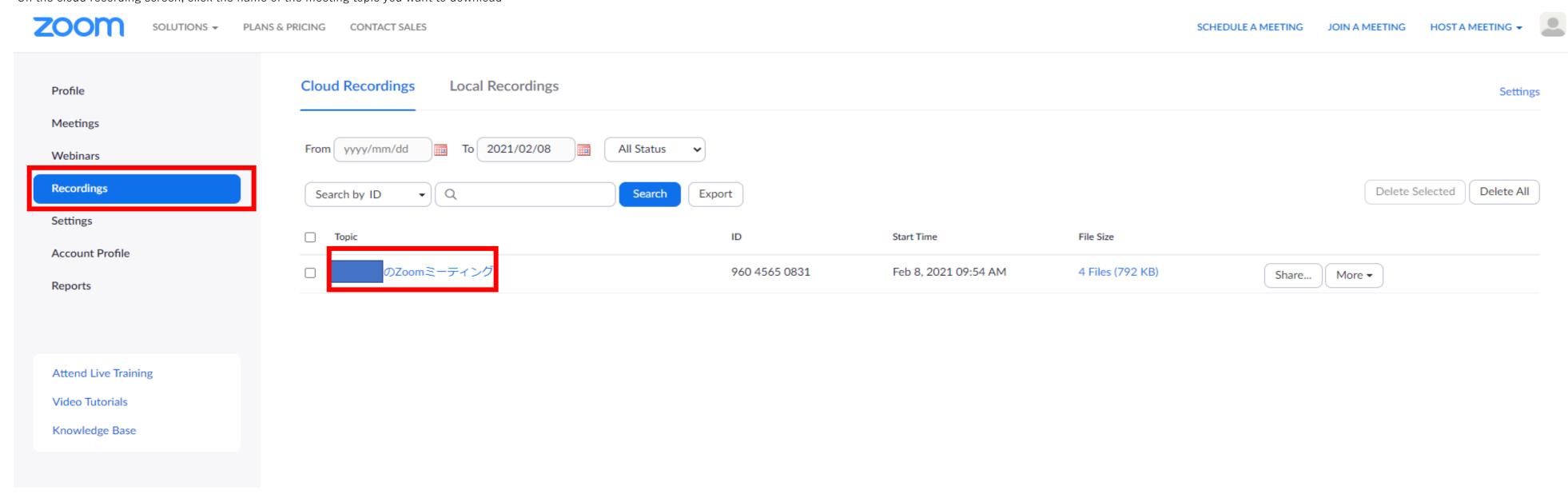
Duration of the data storage days of UoA's Zoom is [30 days].

Data that is 30 days old will be automatically deleted. So please take measures such as saving the necessary data by yourself.

## How to download / delete Zoom cloud records

After signing in to the web (https://zoom.us), click Recordings.

On the cloud recording screen, click the name of the meeting topic you want to download



In case of download: Click the "Download" button for the record you want to download

In case of deletion: Click the "Trash" mark of the record you want to delete. After that click "Yes" on the "Move all files of this recording clip to trash?" screen.

