

# Move Zoom Recordings to YuJa

To download a Zoom video from the Cloud to YuJa, login to your Zoom account, then go to Zoom.us > My Account > Recordings> find the right recording by date.

**Tip: this process is easiest in one Chrome window with Zoom open in one tab and YuJa open in another tab**

- 1 Choose the Download button. Do NOT choose copy shareable link, because that will bring users to the Cloud recording.
- 2 Multiple types of files will download, including .mp4, .mpa and .txt.
- 3 Log in to YuJa > go to the folder to which you would like to move the video > drag and drop the .mp4 file to the YuJa screen.
- 4 It will take a few moments to load. When it is done uploading, the video will appear in list. Hover the video and click More to rename, publish, and edit. Test the video.
- 5 If all is well, go back to Zoom and delete the file.

If you have never logged in to YuJa, go to <https://vsc.yuja.com> and click Login at the top right

Login Using: Vermont State Colleges Single-Sign-On

