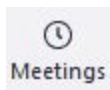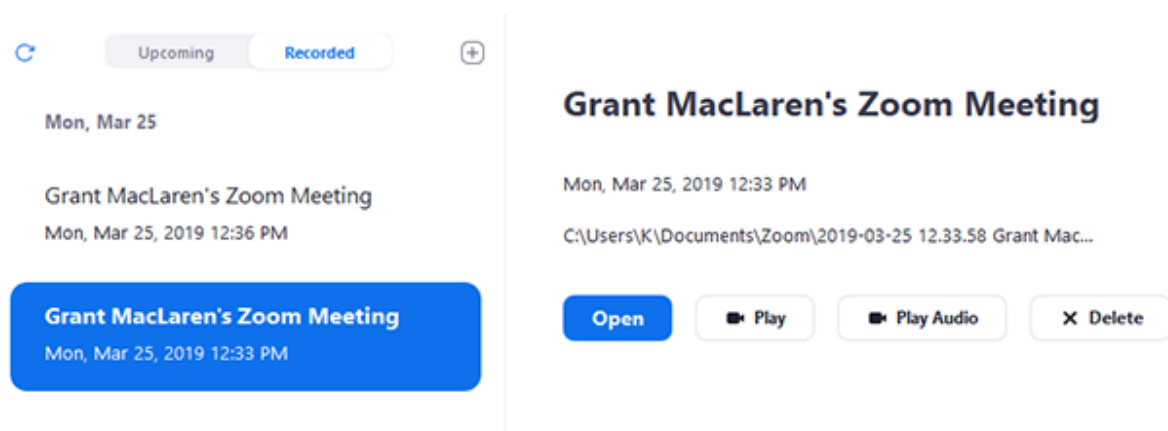# Finding Zoom recordings

Using the Zoom App

Viewing your recordings on the Zoom client will show all cloud recordings done by this user and any local recordings by this user on this computer. It will not show local recordings done on a different computer, even if the same Zoom account was used.

1. Log in to the Zoom client.
2. Click **Meetings**.

3. Click the **Recorded** tab.

4. Select the meeting you want to view the recording of.
   ○ Local recordings will have the following options:
     ■ **Play**: Play the video file.
     ■ **Play Audio**: Play the audio-only file.
     ■ **Open**: Open the folder where the recordings are stored.
     ■ **Delete**: Delete this meeting recording from the Zoom client. The files will still be stored on your computer.
   ○ Cloud recordings will only have the option to **Open** the recording. If you click **Open**, it will open your default web browser to the recording files on the Zoom web portal.

Viewing or changing the default recording location for local recordings

You can find your default recording location for local recordings in your Zoom client settings.

1. Log in to the Zoom client.

2. Click your profile picture then click **Settings**.
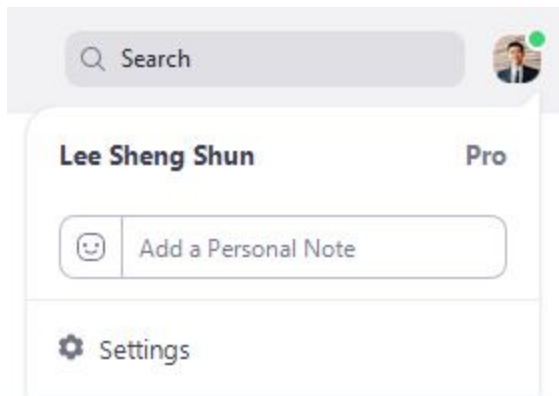
3. Click **Recording**.

4. Click one of these options beside **Local Recording**:

   ○ Click **Open** to open the folder where your local recordings are stored.
   ○ Click **Change** to change the default recording location for your local recordings.