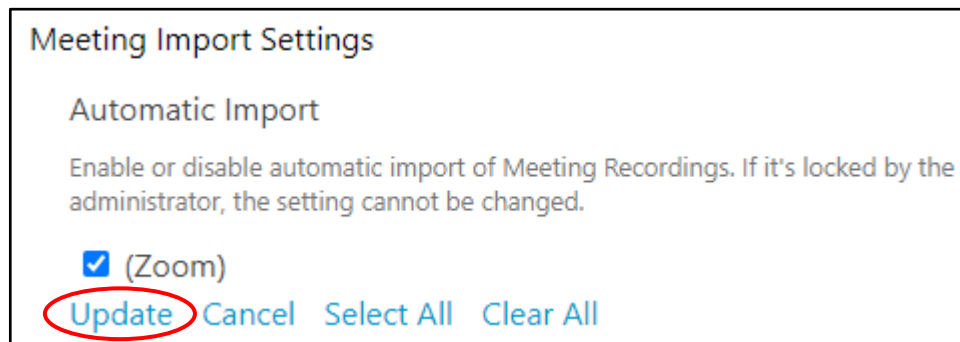


## Automatically import Zoom lecture recordings to Panopto

Zoom recordings of sessions [scheduled via the VLE Zoom meetings manager](#) will be automatically available to students under the **Cloud Recordings** tab. The Zoom recordings will be retained for 1 year from the date of recording, in line with the [retention policy](#).

You may wish to back up your Zoom lecture recordings scheduled via the VLE in the corresponding Panopto study-unit folder, since Panopto recordings stored in study-unit folders are retained for 2 academic years. You can opt-in as follows:

1. Access the [UM Panopto platform](#).
2. Click on your **User profile** (initials) in the top-right corner.
3. Click the **User Settings** button.
4. Within the *Info* tab, scroll down to the **Meeting Import Settings** section.
5. Tick the **Zoom** option.
6. Click **Update**.



7. Close the *User Settings* dialog box.

### Note:

- The steps above must be carried out **once**. Subsequently, Zoom recordings of sessions scheduled via the VLE *Zoom meetings manager* on any VLE study-unit area are automatically backed up on the corresponding Panopto study-unit folder.
- As per the [retention policy of Panopto and Zoom recordings](#), the copy of the Zoom recording stored in Panopto will be retained for 2 academic years.