How to find and share recording files in Zoom:

1. Open <https://icann.okta.com/app/UserHome> and click on the Zoom tile.
2. Click on recordings:

 

1. Using the search features, find and open your recording.
2. Hover over the file you would like to download with your mouse to see different options.
3. Select the download icon.



Click here!

1. Once your file is downloaded, you can open it from your downloads folder.
2. Choose to open the file in word.
3. Save the document as a word file and share.