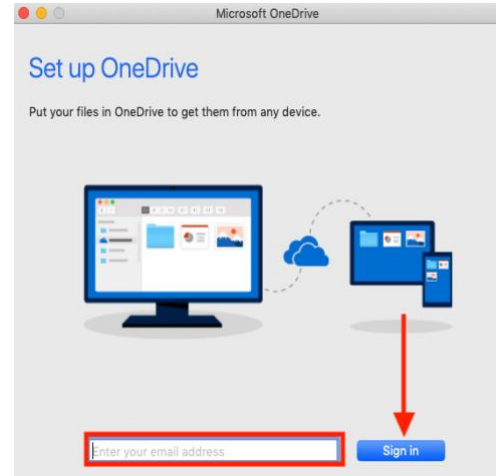


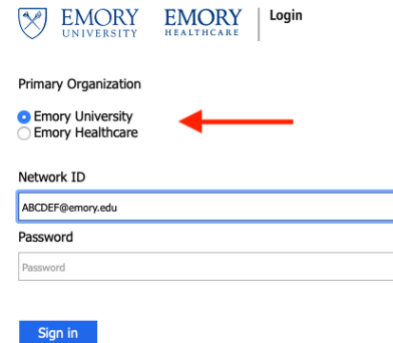
1. To download **OneDrive**, choose [Mac](#) or [Windows](#) and follow the installation instructions

2. To login enter your **Emory e-mail** & click **Sign In**

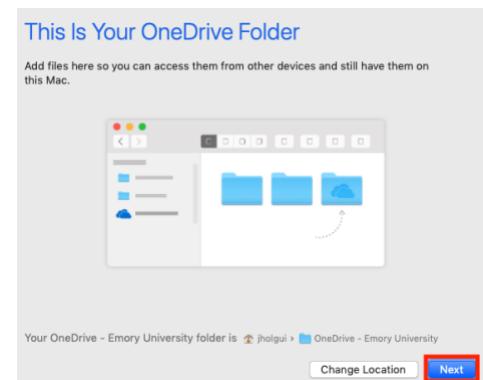
Note: For Emory Healthcare, use your login ID in this format **your_Healthcare-ID@eushc.org** (e.g. n123456@eushc.org)



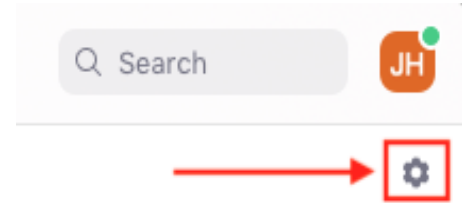
3. Enter your Emory login credentials and press **Login**
(Remember to choose your correct organization)



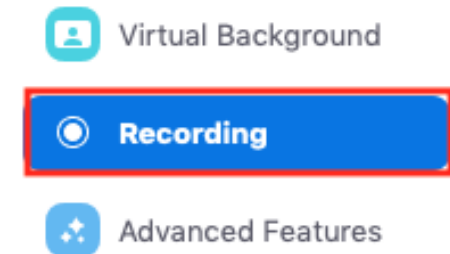
4. Choose your folder location or press **Next** to create the default location call **OneDrive - Emory University**



5. Login to the [Zoom Client](#) and click on **Settings**



6. On the left column, click on **Recording**



7. Replicate your recording settings per this picture

- Choose a location to save the recording to after the meeting ends
- Record a separate audio file for each participant
- Optimize for 3rd party video editor [?](#)
- Add a timestamp to the recording [?](#)
- Record video during screen sharing
- Place video next to the shared screen in the recording

8. Under **Local Recording** click on the **Drop Down Menu**

Store my recordings at: [Open](#)

9. **Choose a New Location**, choose **OneDrive - Emory University**, pick your desired folder and click on **Choose**

10. Your recordings are now set to upload to **OneDrive - Emory University**, congratulations!

11. Test by doing a test recording (at least 1 minute)

If you have any questions, please contact VideoServices@emory.edu