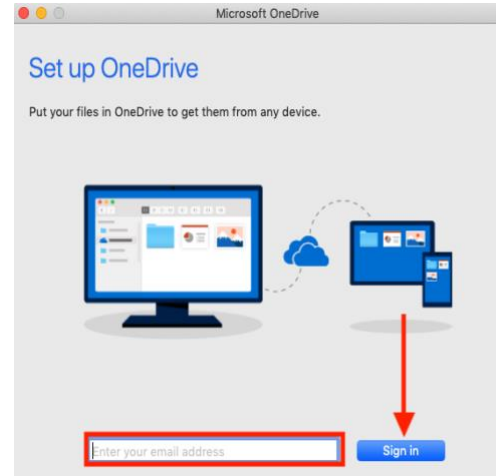


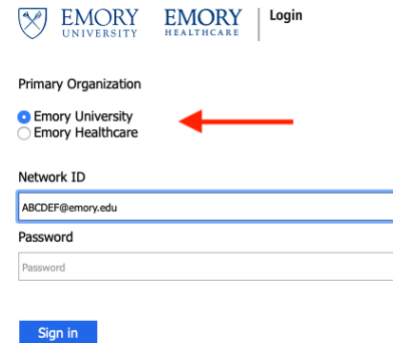
1. To download **OneDrive**, choose [Mac](#) or [Windows](#) and follow the installation instructions

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

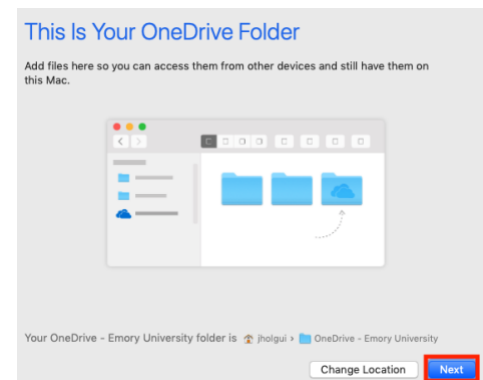
Note: For Emory Healthcare, use your logon ID in this format **your_Healthcare-ID@eushc.org** (e.g. n123456@eushc.org)



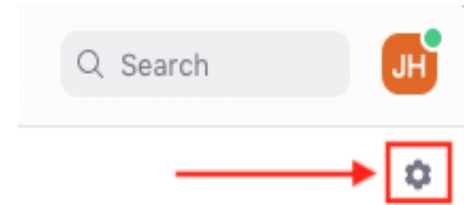
3. Enter your Emory login credentials and press **Login**
(Remember to choose your correct organization)



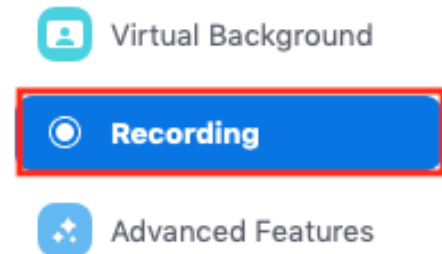
4. Choose your folder location or press **Next** to create the default location call **OneDrive - Emory University**



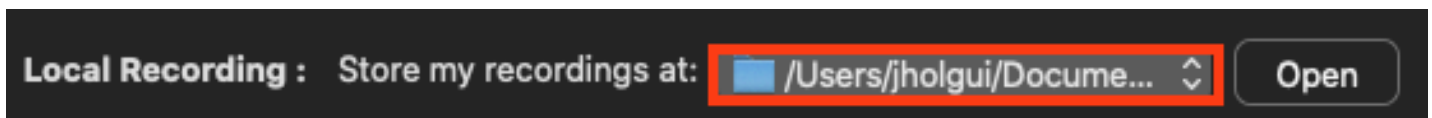
5. Login to the Zoom Client and click on **Settings**



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



7. Choose a **New Location** to store your local recordings. Click on the **Drop Down Menu**, choose **OneDrive - Emory University** and pick your desired folder and click on **Choose**



8. 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

9. Your recordings are now set to upload to **OneDrive - Emory University**, create a test recording (at least 1 minute) to verify the process and congratulations!

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