# Manually Moving Zoom Recordings to MyMediasite

This guide will gradually show you how to download recordings from your UFL Zoom account and upload them to MyMediasite. Before continuing with this guide, please make sure that you have requested and logged-in to your "MyMediasite" account. If you do not have an account, request one here: https://video.ufl.edu/streaming--recording/mymediasite/
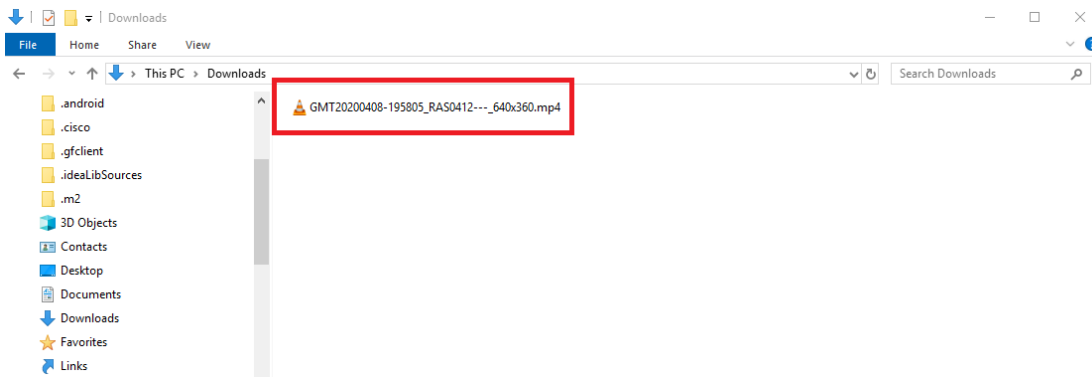
1. Go to **ufl.zoom.us**, click **"Zoom Sign In"**, and sign-in using your GatorLink credentials.

2. Navigate to "**Recordings**" on the left menu of options.
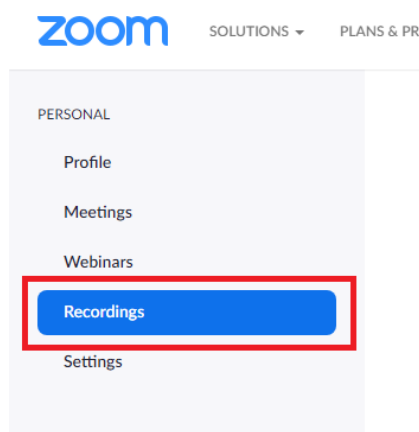
3. Locate the recording that you want to upload to MyMediasite and click "**More**". From the options that open up, select "**Download**".
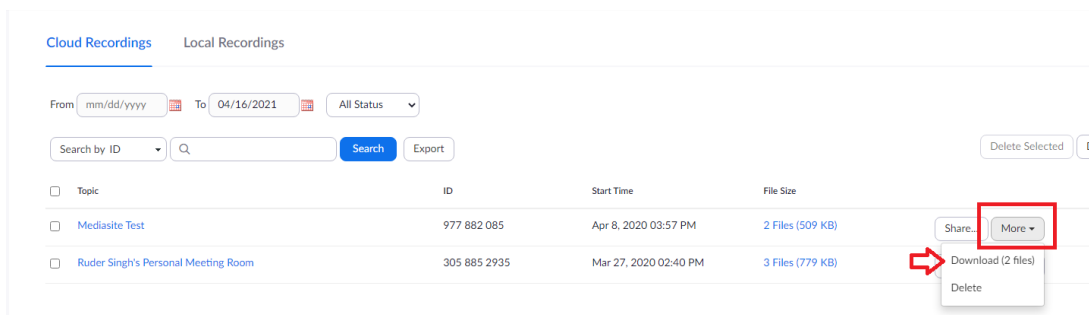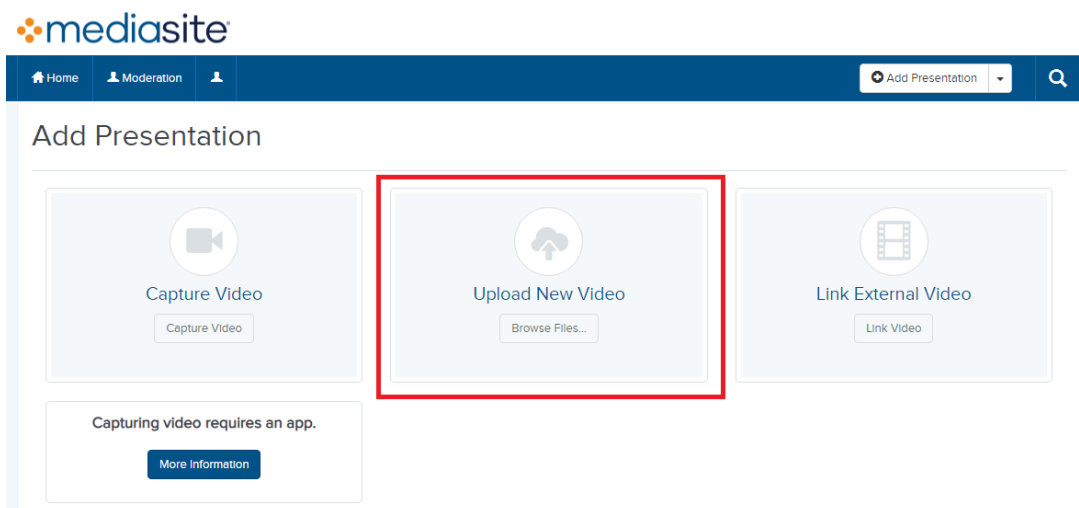
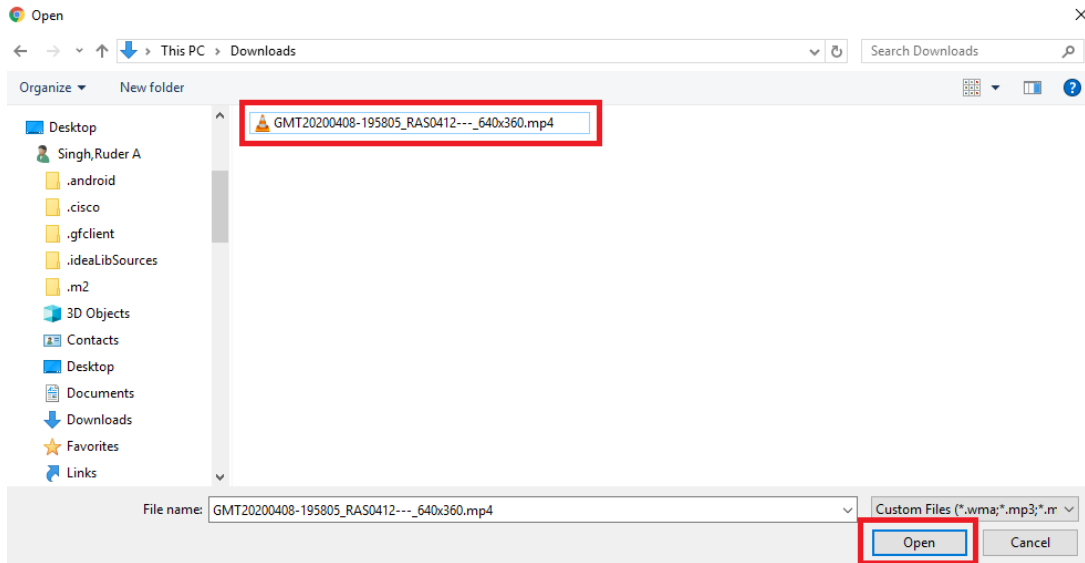4. Navigate to the "**Downloads**" folder of your computer and make sure that the video file is there.

5. Go to your "**MyMediasite**" account and login using your GatorLink credentials.

6. Click "**Add Presentation**".
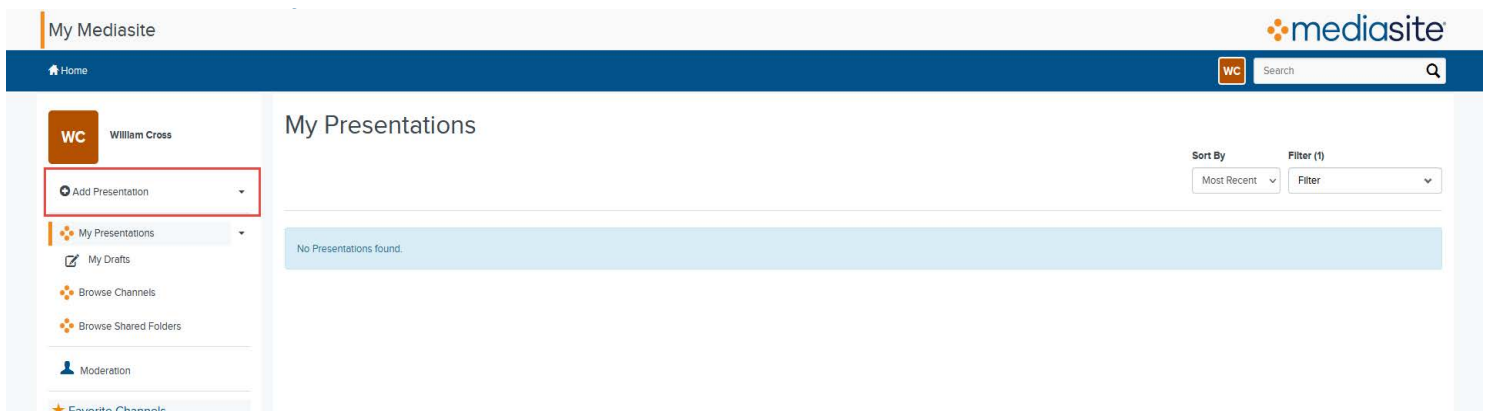

7. Click "**Upload New Video**".

8. Select the video from your "**Downloads**" folder and click "**Open**".

9. Enter the name, description of presentation, and select if you would like the media to go to "**My Drafts**", another Channel, or a Shared Folder. To send the media to a specific Channel or Shared Folder, select the button below "**My Drafts**" and click "**Change**" to find the folder. Finally, click "**Create Presentation**".

10. Your presentation will upload and display a confirmation message if the process was successful. **Please do not close out of this window until you see that the presentation has finished uploading**.
    a. As the server processes the video, your screen will display a message of "**Currently Working**".
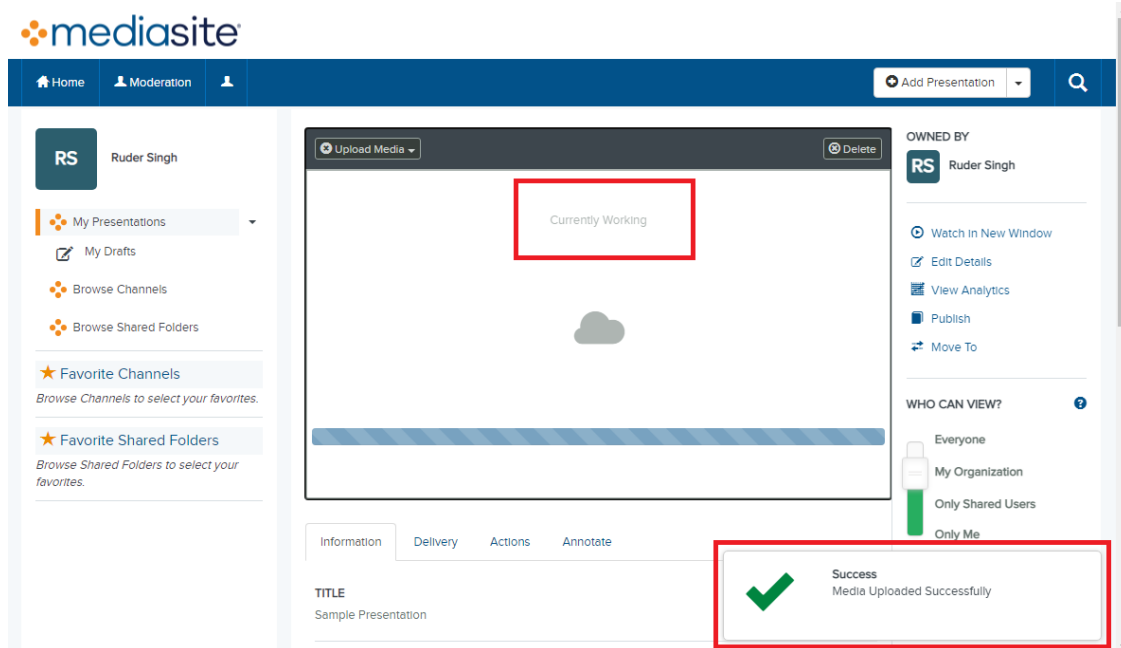
11. Once the presentation has finished processing, you should see a thumbnail of the video. Next to the video, you will find a section for "**Who Can View?**" where you will be able to select "**My Organization**" to make the presentation available to students.