How to Upload Zoom Meeting Recordings to Google Drive Automatically

This step-by-step tutorial will walk you through setting up your computer to add Zoom meeting recordings to your Google Drive automatically using Drive File Stream.

- 1. Record your Zoom meeting locally on your computer and <u>not</u> in the cloud.
- 2. Install Google Drive File Stream if you haven't already.
- 3. Add a new folder to your Google Drive called Zoom or something similar. It will appear on your local computer in the location you chose when you installed Drive File Stream above.

	Drive File Stre	am Preferences		
Settings Account and more	Settings	Settings		
	Switch account	I Disconnect account		
	Launch on system startup Launch Drive File Stream on system startup Real time presence in Microsoft Office Show who is editing Office files, and share with other editors if I am editing Local cached files directory Jusers/			
	Default mount poi	nt Drive	Change	
	Network settings	Cancel	ок	

4. In the Zoom app, change the location for your Local Recordings to location you created in the step above.



That's it! When your local recordings are finished, Drive File Stream will upload the file(s) to your Google Drive automatically. You will be able to share them as you see fit!

IMPORTANT: Be sure to keep the Zoom app open on your computer until the recording has finished processing!