

## Connect CUNY Dropbox Account to CCNY Zoom Account

**Login to Dropbox:** dropbox.cuny.edu

**Click** on avatar (profile picture or face icon) in the upper-right corner

**Click** *Settings*

**Click** on the *Connected apps* tab

**Click** *Zoom\**

**Click** *Edit settings for Zoom*

Make sure to **check** the box next to *Copy Zoom cloud recordings to Dropbox*

**Click** *Update*

\*If you do not see Zoom listed, **click** on *App Center*, **click** on *Zoom > Connect > Got it > Authorize > Enable > Done > Follow the steps above, click on avatar...*

Once this one-time set up between your CCNY Zoom and CUNY Dropbox accounts has been established, all Zoom Meeting and Webinar cloud recordings going forward will be stored in your CUNY Dropbox account in a folder labeled "Zoom" after the recorded Zoom session has ended

NOTE: Zoom cloud recordings generally take about two times the meeting duration to process. Due to unusually high volume during the COVID-19 pandemic, cloud recordings may require extra processing time that may take up to 72 hours.