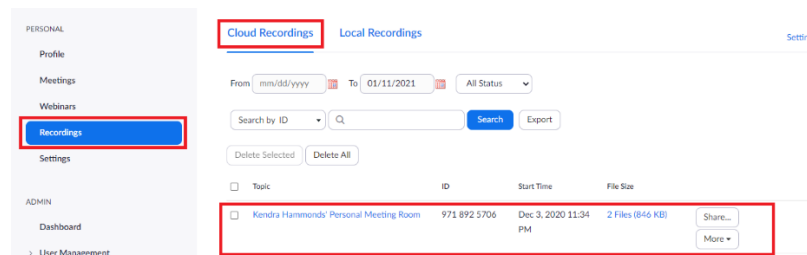


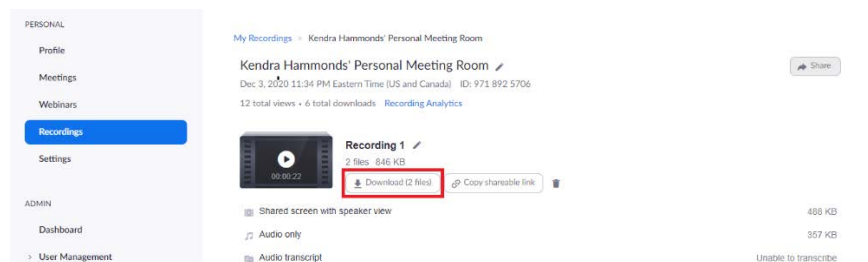
How to Trim a Zoom Recording Locally from Cloud and Desktop

Zoom recordings, whether saved in the Zoom cloud or saved locally, can be trimmed/edited locally. If the Zoom recording to be trimmed was saved locally to a desktop or laptop, skip to Step 3.

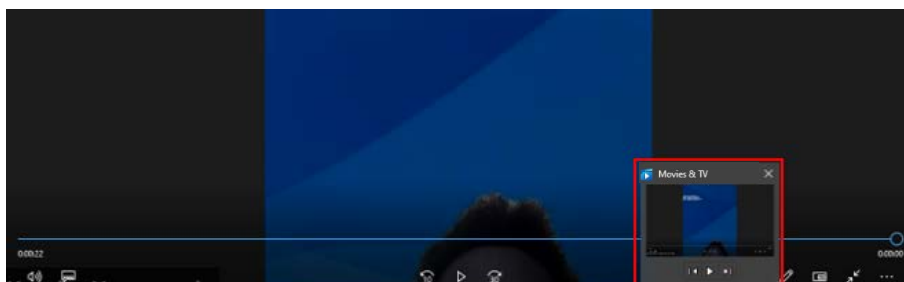
Step 1: Sign into your Zoom account via <https://ncat.zoom.us/> and select **Recordings** in the left panel. Select the recording you want to trim. You may search for the recording by Date, ID, Topic, or Keyword.



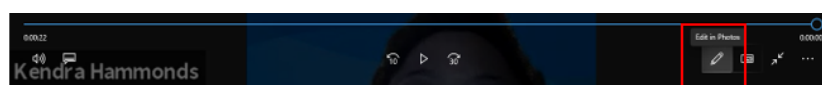
Step 2: Click on the video and download the 2 files that are associated with the recording. It is suggested to download the files to your device desktop or to a Zoom Recordings folder for easy accessibility.



Step 3: After downloading the files, navigate to the location where the recording files were saved and select the MP4 file. If the original Zoom recording was saved locally, navigate to the folder where the recording files are located. The video will open in the **Movies & TV** application, or the default media application installed on your device.



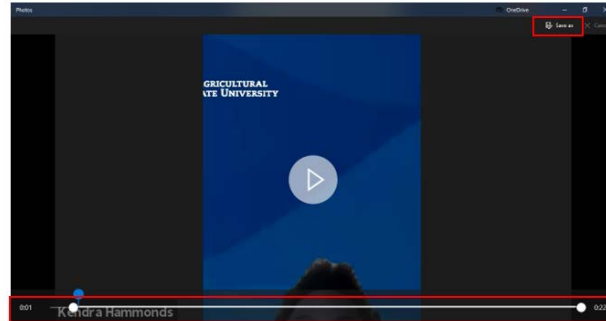
Step 4: Click on the Pen icon to Edit in Photos.



Step 5: Click the **Trim** option which will open the **Photos** application.



Step 6: Click and hold the **white dot** at the bottom left of the recording and move it to the location where the recording should begin. Do the same with the right **white dot** to specify where the recording should end.



Step 7: Save this edited recording to your local device, either on the desktop or in a Zoom recording folder. To share the edited recording with others, you must upload it to OneDrive or Mediasite.

Note: If the original recording was saved in the Zoom cloud, it will remain intact as originally recorded.