

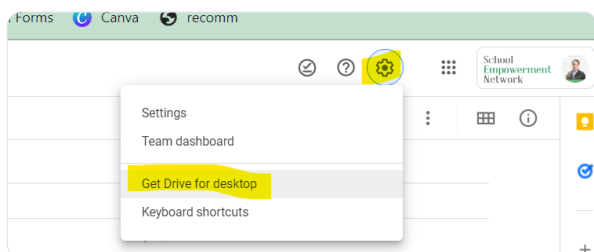
Saving Zoom Recordings in Google Drive Automatically

Set this up once and every local Zoom recording lands straight in the right Drive folder.

UPDATED JULY 2026 · INTERNAL USE ONLY

1 Get Drive for Desktop.

In Google Drive on the web, click the **settings icon** and choose “**Get Drive for desktop.**” Then run the executable file.

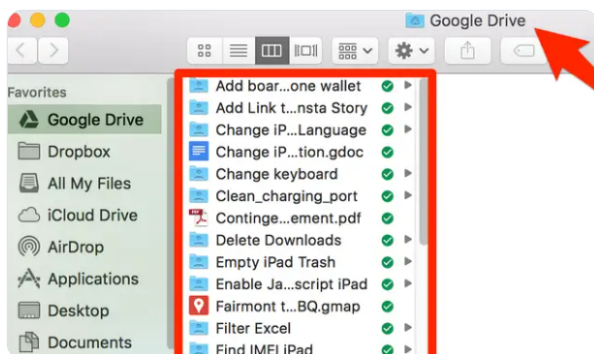


Settings → Get Drive for desktop

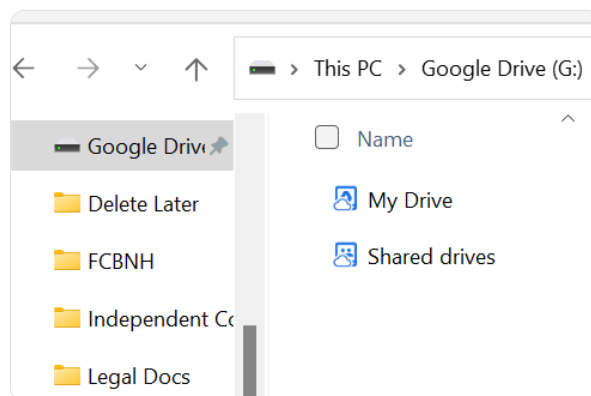
Download Drive for desktop

The download button

You will now see Google Drive as a folder on your Mac or PC:

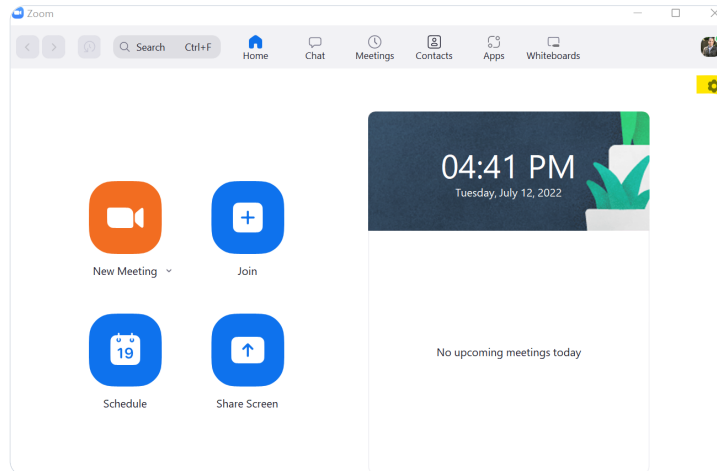


Mac: Google Drive in the Finder sidebar



PC: Google Drive (G:) in This PC

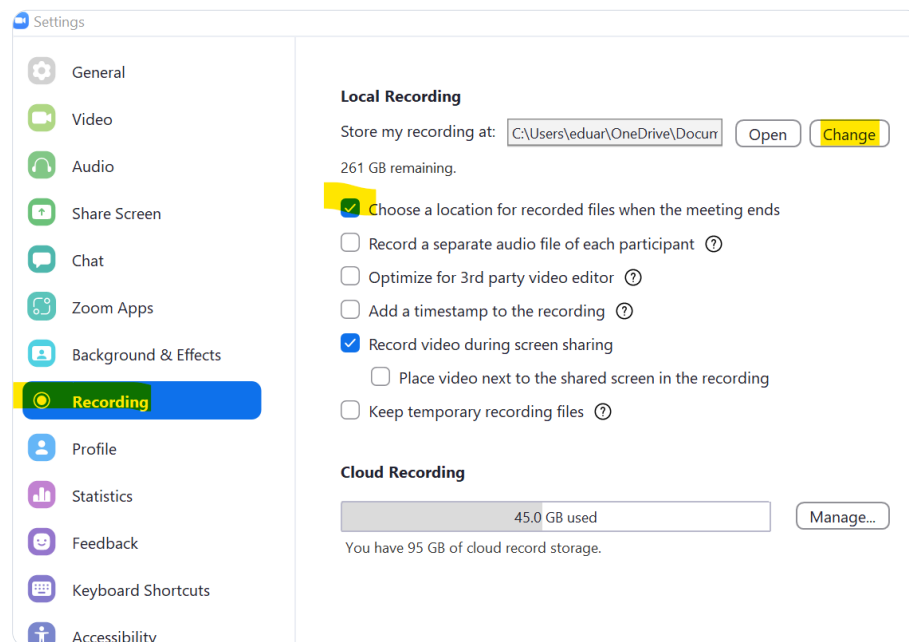
2 Open the Zoom app and click on the Settings icon.



The settings icon in the Zoom app

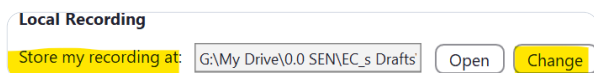
3 Choose where recordings are saved.

Click **Recordings**. Enable “**Choose a location for recorded files when the meeting ends.**”

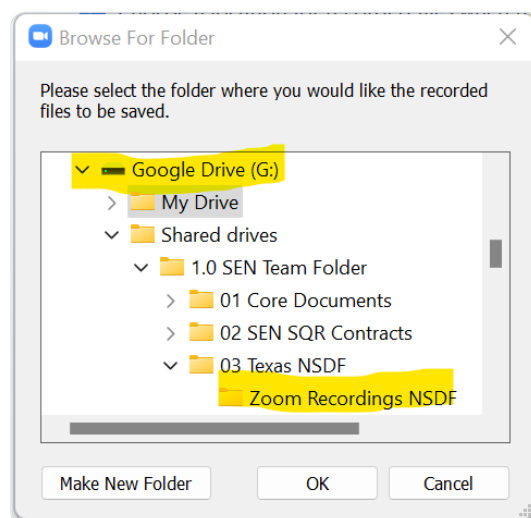


Zoom Settings → Recording

Then select the location in the Google Drive folder where recordings will be saved: while on the same window, click the “**Change**” button, and select the folder/subfolder in Google Drive where you want your recordings automatically saved.



Click Change next to the recording location

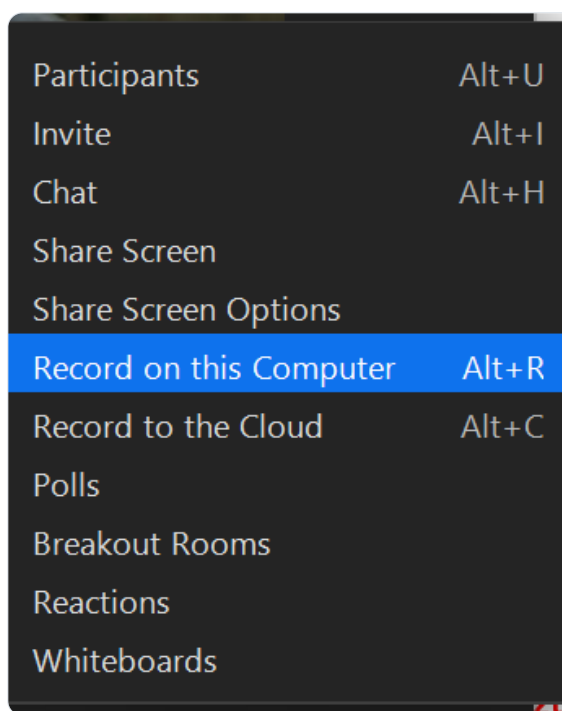


Pick the Drive folder for your recordings

4

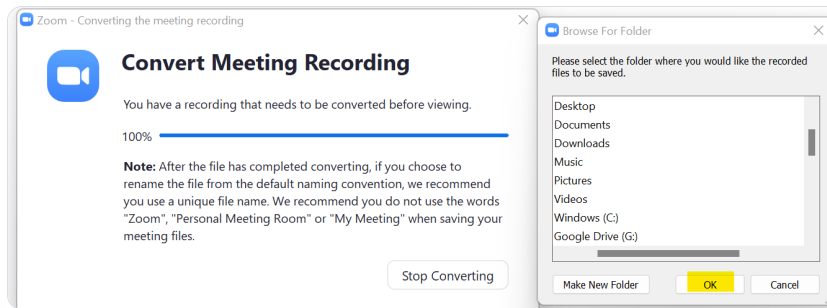
Record a Zoom meeting.

During a Zoom meeting, click **“Record on this Computer.”**



Record on this Computer

When the meeting ends, Zoom automatically converts the recording and asks you to select the folder where the files should be saved. Just click **OK** — you DON'T have to choose a folder every time, because the default location is the one you selected in Step 3.



Zoom converts the recording and confirms the folder

These recordings will NOT take up hard-drive space: the Drive files are stored in Google Cloud storage.