

# How to switch from local storage to Amazon S3

Applies to VoipNow 3.0 and higher!

In this article, you will learn how to switch from local storage on to Amazon S3. By storing your VoipNow call records, voicemail and fax messages on Amazon S3, you can save and put the better use the storage space on your local server.

## Step-by-step guide

### Creating a new Amazon S3 bucket

This scenario is valid for all types of accounts.

1. Log in your Amazon account.
2. Click on **S3** under **Storage & ContentDelivery**, then press the **Create Bucket** button.
3. Name your bucket, select the **Region**, and hit the **Create** button. In our example, we named our bucket "voipnow-s3" and selected the "US Standard" region.
4. Go back to the **Amazon Web Services** page and click on **Identity & Access Management** under **Security & Identity**.
5. From the sidebar menu, select **Users** and press the **Create New Users** button.
6. Enter the **User Name** and press **Create**. Then press **Download Credentials** and close the window. In our example, we created a user name called "voipnow".
7. Select the user name, then click **Attach Policy** under Permissions.
8. In the **Policy Type** search bar, type S3. To keep things simple, enable the **AmazonS3Full Access** policy.

### Preparing VoipNow for the switch

Now, let's set up VoipNow for the switch.

1. Log in with your admin account.
2. From the sidebar menu, select **Cloud Management** under System, then click on **Storage Configuration**.
3. From the **Select storage** drop-down list, select **Amazon S3**.
4. Fill the Amazon S3 Preferences and Credentials fields the bucket information and the login credentials, then press **OK**.

Once you're done with these settings, you need to define call recording for each VoipNow extension.

1. From the sidebar menu, select **Extensions** under **Users**.
2. In the Extensions Management page, select the extension for which you want to define call recording.
3. Click **Phone Terminal Setup** and scroll down to the Call Recording area.
4. Select **Call recording function enabled** and define how you want call recording to be triggered. In our example, we enabled call recording for all calls on the selected extension.
5. Press **OK** when you're done.

### Checking the files uploaded on Amazon S3

Just like in our example, try making a few calls and then check for their recorded files uploaded on Amazon S3. That's what we did in our example.

1. Go back to your Amazon Web Service account and click on **S3** under **Storage & Content Delivery**
2. Open your newly created bucket and then the sub-folder, which should contain the recorded mp3 files uploaded from Voipnow.

By default, your Amazon bucket contains 3 folders which are automatically uploaded by Voipnow:

- **rc** - containing recorded calls
- **vm** - containing voicemail messages
- **fx** - containing fax messages

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