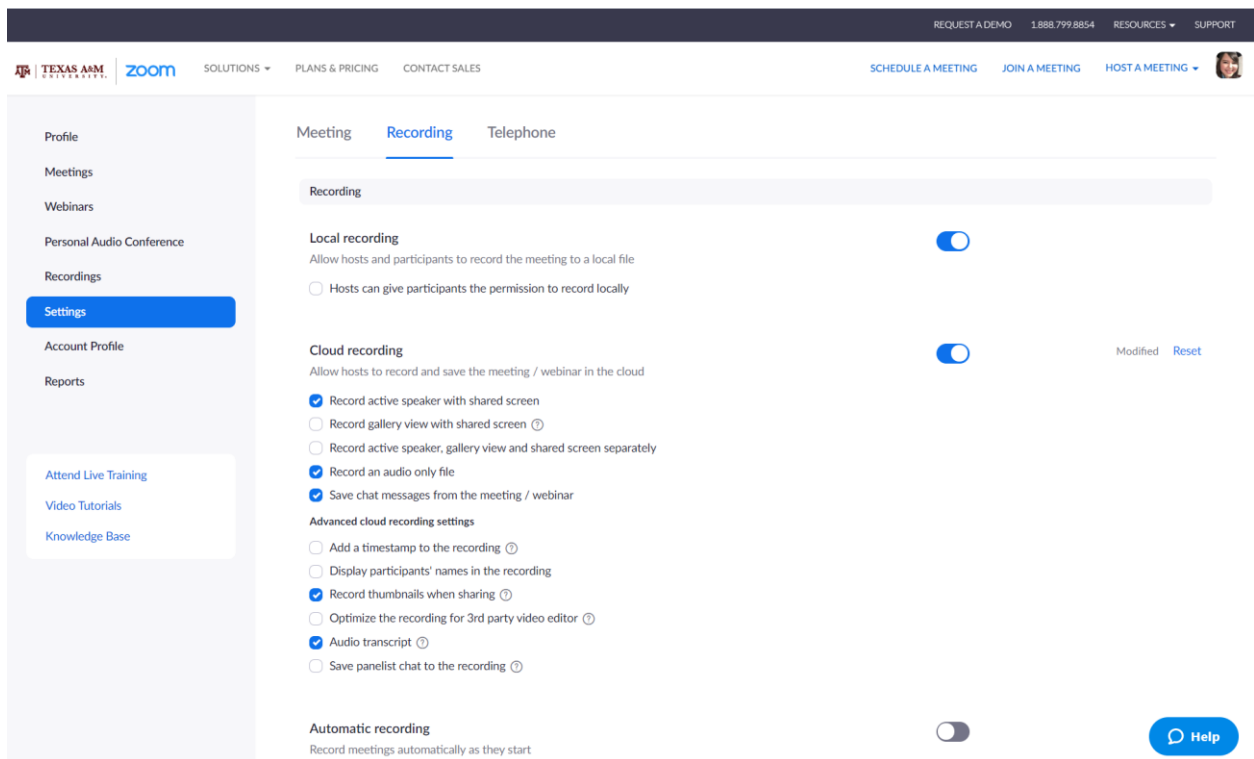


How do I record a Zoom session to use it for future courses?

- First, you will need to modify your recording settings. To make changes, you will need to:
 1. Navigate to tamu.zoom.us and login using your TAMU NetID and password
 2. Under the **Settings** tab, click on **Recording**
 3. Under the **Cloud Recording** section, set the following:
 - ENABLE Record active speaker with shared screen
 - DISABLE Record gallery view with shared screen
 - DISABLE Record active speaker, gallery view and shared screen separately
 - DISABLE Display participants' names in the recording
 - ENABLE Record thumbnails when sharing
- During your session, you will need to:
 - Turn ON your video
 - On your video thumbnail, click on the three dots icon for more options
 - Click **Spotlight Video**
 - Click **Record** and select **Record to the Cloud** when you are ready to record the session

Screenshot of Cloud Recording Settings



The screenshot shows the Zoom Cloud Recording Settings page. The page is divided into three tabs: Meeting, Recording (selected), and Telephone. The Recording tab is active, showing the following settings:

- Recording** (Section Header)
- Local recording** (Toggle: ON)
 - Allow hosts and participants to record the meeting to a local file
 - Hosts can give participants the permission to record locally
- Cloud recording** (Toggle: ON) Modified [Reset](#)
 - Allow hosts to record and save the meeting / webinar in the cloud
 - Record active speaker with shared screen
 - Record gallery view with shared screen ⓘ
 - Record active speaker, gallery view and shared screen separately
 - Record an audio only file
 - Save chat messages from the meeting / webinar
 - Advanced cloud recording settings**
 - Add a timestamp to the recording ⓘ
 - Display participants' names in the recording
 - Record thumbnails when sharing ⓘ
 - Optimize the recording for 3rd party video editor ⓘ
 - Audio transcript ⓘ
 - Save panelist chat to the recording ⓘ
- Automatic recording** (Toggle: OFF)
 - Record meetings automatically as they start

A **Help** button is visible in the bottom right corner.