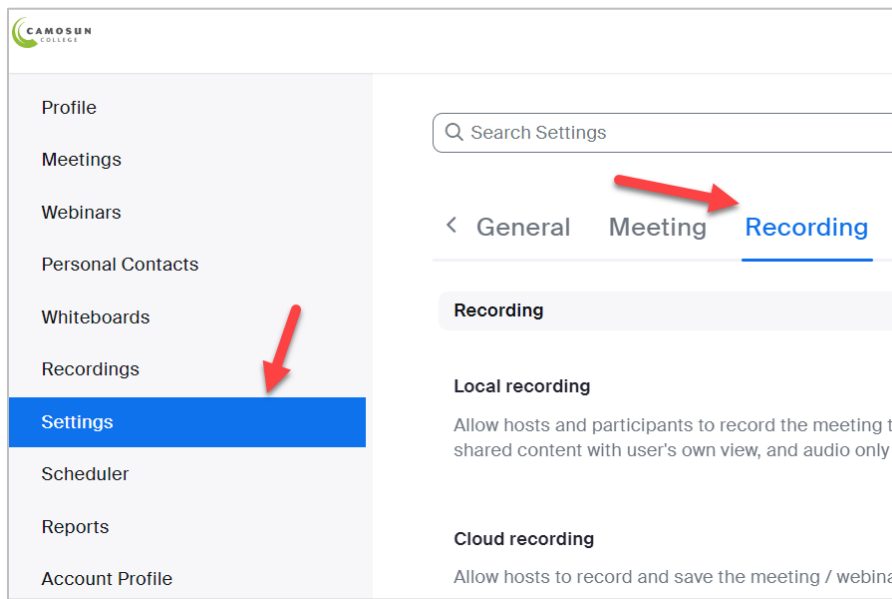# Recommended Cloud Recording Settings

This tutorial describes how to update your cloud recording settings in Zoom. For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.

## Steps

1. Log in to the Zoom settings page via the [Camosun Zoom Portal](#).

2. Select **Settings** from the menu on the left and then select **Recording** from the submenu at the top.

3.  Update your **Cloud recording settings** to match those in the table below.

| Cloud Recording Features | Recommended Settings (& Notes) |
| --- | --- |
| Record active speaker with shared screen | OFF |
| Record gallery view with shared screen | ON |
| Record active speaker, gallery view and shared screen separately | OFF |
| Record audio only files | ON (Select "Record one audio file for all participants") |
| Record the Interpreter | ON (Select "Record sign language interpreter" and "Record language interpreter") |
| Save chat messages from the meeting / webinar | ON |

4.  Update your **Advanced cloud recording settings** to match those in the table below.

| Advanced Cloud Recording Features | Recommended Settings (& Notes) |
| --- | --- |
| Add a timestamp to the recording | ON |
| Display participants' names in the recording | ON |
| Record thumbnails when sharing | ON |
| Optimize the recording for 3rd party video editor | OFF |
| Create audio transcript | ON |
| Smart Recording | OFF |
| Save panelist chat to the recording | ON |
| Save poll results shared during the meeting/webinar | OPTIONAL |

| Advanced Cloud Recording Features | Recommended Settings (& Notes) |
|---|---|
| Save closed caption as a VTT file | OFF |

5. *Continue updating the additional settings as required for your Zoom meetings. Recommended settings are provided in the tutorial **Global Settings –Zoom Web Portal**.*

**Helpful Links**

- Camosun ITS Zoom Knowledge Base

    o Support for Zoom outside of D2L (includes tutorials for installing Zoom, signing into Zoom, and basic troubleshooting)

- Zoom Support

    o Getting started

    o Product Support

    o Learning Centre

    o Community

- Camosun eLearning Team Dynamix (TDX) Support portal

    o Support for Zoom as integrated into D2L (Brightspace)

## Things to Remember

- These are global settings and will affect all meetings created after the settings are updated. If you determine the settings do not work for your individual meeting, you can change them from inside the meeting.