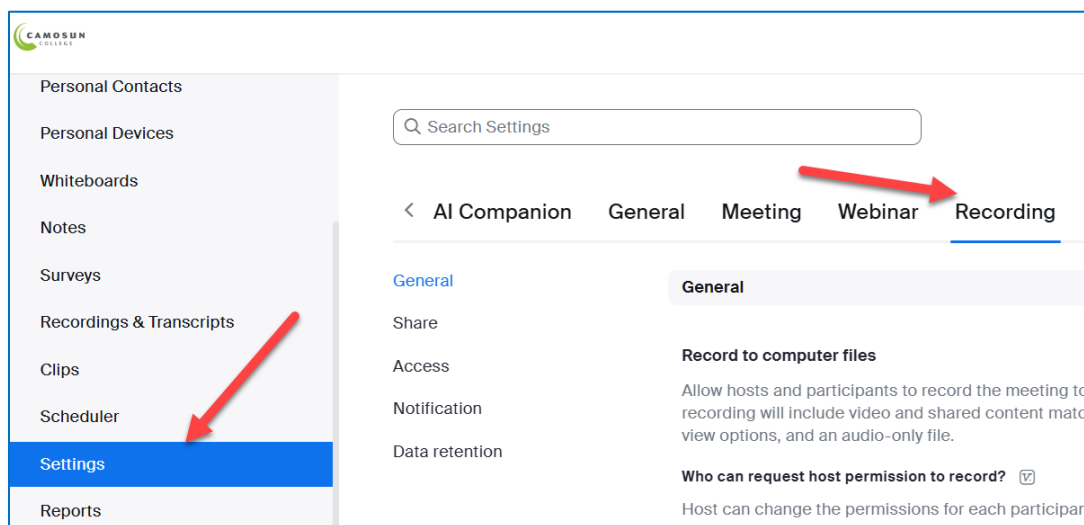


## Recommended Cloud Recording Settings

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. Scroll to select **Settings** from the menu on the left and then select **Recording** from the submenu at the top.



3. Once inside of the settings area, you will see 5 categories to choose from; General, Share, Access, Notification and Data retention. Refer to the following settings tables for recommended settings for each category.

Some of the categories and options require you to save if you make changes. Please do so as you move along.



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

<b>General</b>	<b>Recommended Settings (&amp; Notes)</b>
Record to computer files	OFF (save to the cloud for easy sharing)
Cloud Recording	ON (Select Zoom Meeting, Webinar is optional)
Cloud Recording Setting	Record Active Speaker – ON Save chat messages from the meeting/webinar - ON
Advanced cloud recording settings	All are ON except for the last option for participants to record
Automatic recording	OFF
Viewers can see the transcript	ON
Viewers can see the chat	ON

5. Update your **Share** recording settings to match those in the table below.

<b>Share</b>	<b>Recommended Settings (&amp; Notes)</b>
Allow cloud recording sharing	ON
Require users to authenticate before viewing cloud recordings	ON
Require passcode to access shared cloud recordings	OFF unless sharing outside of Camosun.



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6. Update your **Access** cloud recording settings to match those in the table below.

<b>Access</b>	<b>Recommended Settings (&amp; Notes)</b>
Set recording as on-demand by default	OFF (but depends on your requirements)
IP Address Access Control	OFF

7. Update your **Notification** recording settings to match those in the table below.

<b>Notification</b>	<b>Recommended Settings (&amp; Notes)</b>
Recording notifications – Zoom clients	Show Disclaimer: All Participants Play voice prompt: All Participants Ask host to confirm: optional
Recording notifications – Phone users	OFF

8. Update your **Data retention** recording settings to match those in the table below.

<b>Data retention</b>	<b>Recommended Settings (&amp; Notes)</b>
Delete cloud recordings and transcripts after a specified number of days	ON
Specify a time range (days):	Default is 120 days, can be changed
<b>NOTE:</b> If you plan on using your videos for multiple courses or future courses, upload them to MyMedia (Kaltura) for safe keeping and to embed in your course content.	

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



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## Helpful Links

- [Camosun ITS Zoom Knowledge Base](#)
  - Support for Zoom outside of D2L (includes tutorials for installing Zoom, signing into Zoom, and basic troubleshooting)
- [Zoom Support](#)
  - Getting started
  - Product Support
  - Learning Centre
  - Community
- [Camosun eLearning Team Dynamix \(TDX\) Support portal](#)
  - 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.



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