

Removing Timestamps on Recordings

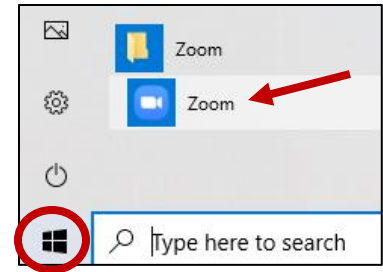
For **CLOUD** Recordings:

1. Open the Internet, go to www.zoom.us, and sign into your account.
2. Click on the **SETTINGS** tab on the left side.
3. Click on the **RECORDING** tab in the center.
4. In the **Advanced Cloud Recording Settings**, remove the checkmark that says “Add a Timestamp to the Recording”. ***NOTE: Make sure the toggle switch is turned on for this section.**
5. Press the **SAVE** button at the bottom at of this section to save your settings.

The screenshot displays the Zoom settings interface. On the left sidebar, the 'Settings' option is highlighted with a blue bar and a yellow arrow. The main content area shows the 'Recording' tab selected, with a red circle around the tab name. Under the 'Recording' section, the 'Cloud recording' toggle is turned on, indicated by a red arrow. Below this, the 'Advanced cloud recording settings' section is highlighted with a yellow box, and a red arrow points to the 'Add a timestamp to the recording' checkbox, which is also checked and highlighted with a yellow box. Other options in this section include 'Display participants' names in the recording', 'Record thumbnails when sharing', 'Optimize the recording for 3rd party video editor', 'Audio transcript', and 'Save panelist chat to the recording'. At the bottom, the 'Save' button is highlighted with a red arrow.

For Recordings to the COMPUTER:

1. Click on the **START** menu and open the **ZOOM** program.
2. Click on the **SETTINGS** button in the top right corner.



3. Click on the **RECORDING** tab on the left panel.
4. Remove the checkmark that says **ADD A TIMESTAMP TO THE RECORDING**.
5. When finished, just close this Settings box. These settings are automatically saved.

