

Removing Timestamps on Recordings

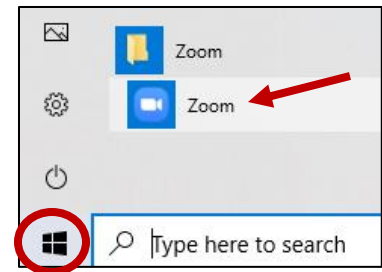
For CLOUD Recordings:

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 shows the Zoom Settings interface. On the left sidebar, the 'Settings' button is highlighted with a yellow arrow. The main content area has three tabs: 'Meeting', 'Recording' (circled in red), and 'Telephone'. Under the 'Recording' tab, there are two sections: 'Local recording' and 'Cloud recording'. The 'Cloud recording' section has a toggle switch turned on, indicated by a red arrow. Below this, there is a section titled 'Advanced cloud recording settings' (highlighted with a yellow box and a red arrow). In this section, the checkbox 'Add a timestamp to the recording' is unchecked, also highlighted with a yellow box and a red arrow. Other checkboxes 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, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

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.

