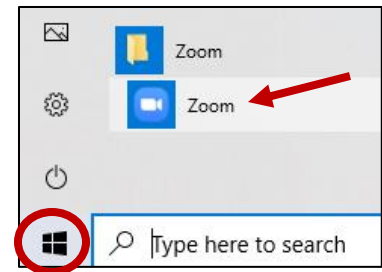# Removing Timestamps on Recordings

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.

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. <u>Remove the checkmark</u> that says **ADD A TIMESTAMP TO THE RECORDING**.
5. When finished, just close this Settings box. These settings are automatically saved.