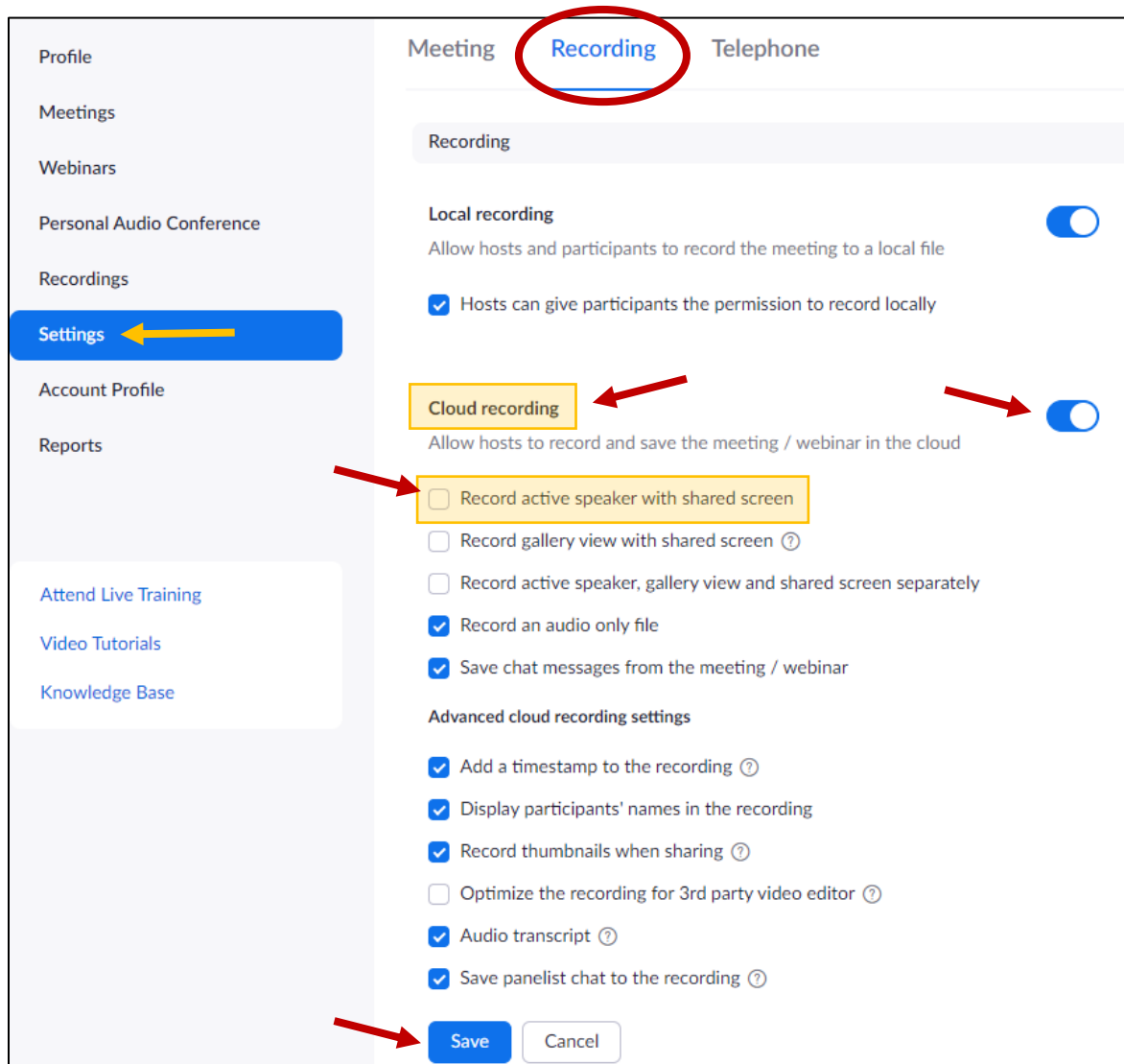


# Turning Off Video Panels When Recording a Screen Share

When you are recording during a **SCREEN SHARE**, you can eliminate the video panels from being part of that recording. This is done in the **SETTINGS**. This only works when recording a **screen share**, not meetings that contain only video panels. You will see the video panels during the meeting; however, these video panels will **NOT** be recorded.

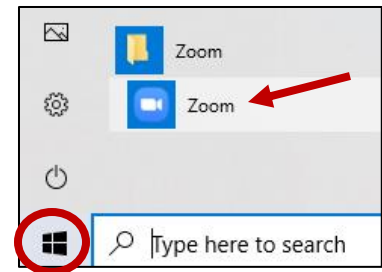
## For **CLOUD** Recordings:

1. Open the Internet, go to [www.zoom.us](http://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 Cloud Recording section, remove the checkmark that says **“Record Active Speaker when Shared Screen”**. **\*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. Remove the checkmark that says **RECORD VIDEO DURING SCREEN SHARING**.
5. When finished, just close this Settings box. These settings are automatically saved.

