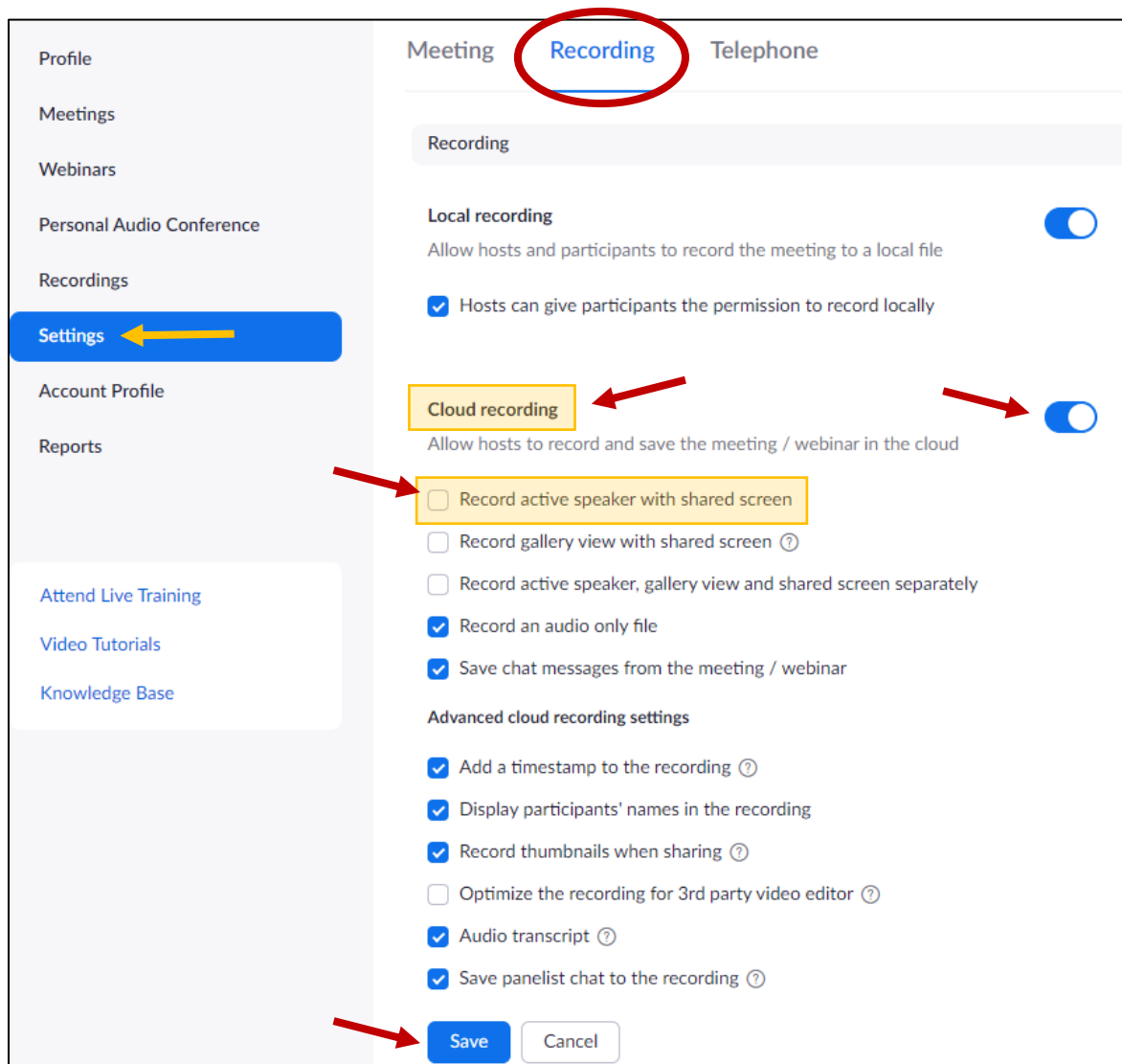# Turning Off Video Panels When Recording a Screen Share

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.
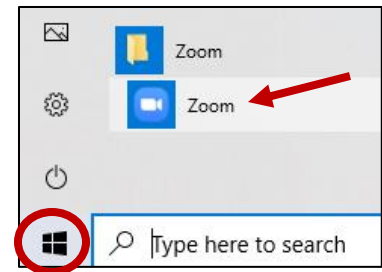
For CLOUD Recordings:

1. Open the Internet, go to www.zoom.us, 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. <u>Remove the checkmark</u> that says **RECORD VIDEO DURING SCREEN SHARING**.
5. When finished, just close this Settings box. These settings are automatically saved.