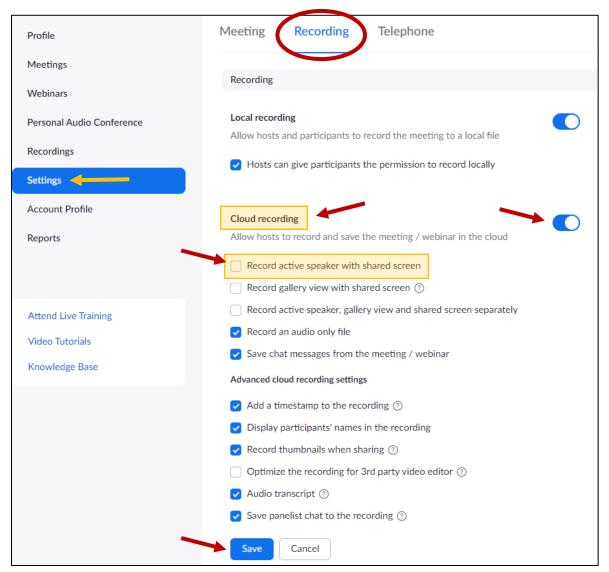
## Turning Off Video Panels When Recording a Screen Share

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

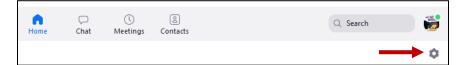
## For **<u>CLOUD</u>** Recordings:

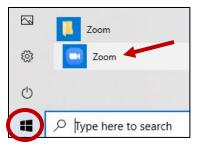
- 1. Open the Internet, go to <u>www.zoom.us</u>, and sign into your account.
- 2. Click on the **SETTINGS** tab on the left side.
- 3. Click on the **RECORDING** tab in the center.
- 4. In the Cloud Recording section, <u>remove the checkmark</u> that says **"Record Active Speaker when Shared Screen"**. **\*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 <u>COMPUTER</u>:

- 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.

Settings		
Θ	General	
0	Video	Local Recording         Store my recording at:       C:\Users\Stephanie Moon\Video:       Open       Change         335 GB remaining.
$\bigcirc$	Audio	
•	Share Screen	Choose a location for recorded files when the meeting ends
0	Chat	<ul> <li>Record a separate audio file for each participant who speaks</li> <li>Optimize for 3rd party video editor (2)</li> </ul>
	Background & Filters	Add a timestamp to the recording ③
0	Recording	Record video during screen sharing
8	Profile	Cloud Recording Manage my cloud recording
٠	Statistics	
Θ	Feedback	
	Keyboard Shortcuts	
t	Accessibility	