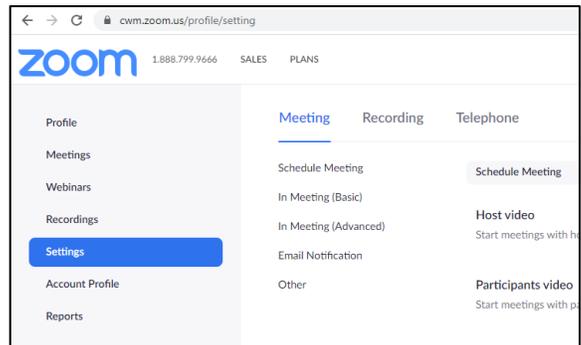# Zoom Security Options to Limit Recordings

Sign in to Zoom
1. Open a browser and go to cwm.zoom.us
2. Click **Sign in**
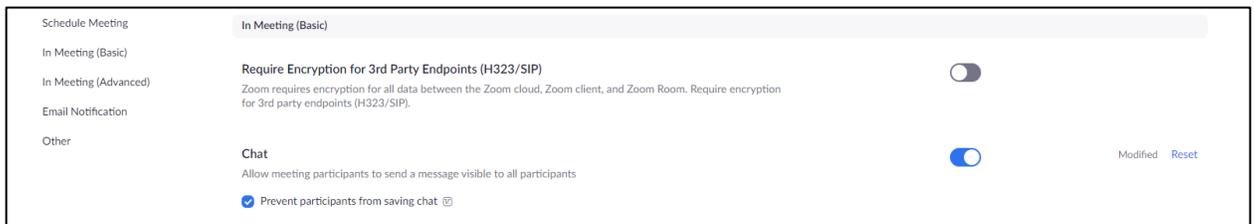3. Log in with your W&M Username and password

Recording options are found within your account settings (**Settings** on left hand menu) and will apply only to meetings you host.
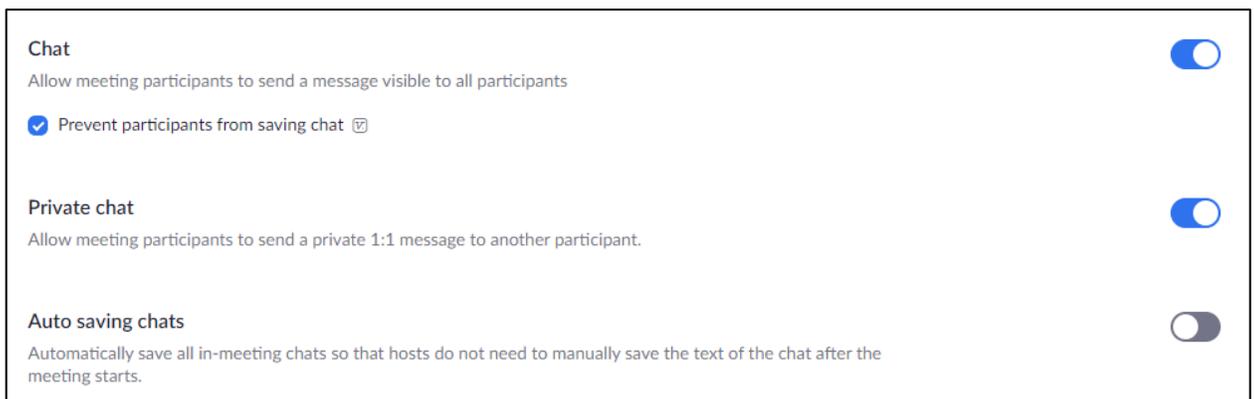

Chat Settings

Prevent participants from saving chat
1. In **Settings**, make sure you are on the **Meeting** tab
2. Scroll down to **In Meeting (Basic)**
3. Under **Chat**, check the box **Prevent participants from saving chat** to prevent participants from saving chat
4. Click **Save**

Disable auto saving chat
1. In that same **Chat** options area, go to **Auto saving chats**
2. Disable auto saving chats by moving the toggle to the left (it will become gray when disabled)

Recording Settings

Prevent all recordings with the following options
1. In **Settings**, make sure you are on the **Recording** tab
2. Disable the following options to restrict recordings by moving the toggle button to the left (it will become gray when disabled)
   a. **Local recording** – prevents participants from using Zoom to record the meeting
   b. **Cloud recording** – prevents recordings of your hosted meetings to the cloud
   c. **Automatic recording** – prevents the automatic recording of a meeting