Zoom Security Options to Limit Recordings

Sign in to Zoom

- 1. Open a browser and go to <u>cwm.zoom.us</u>
- 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.

1.888.799.9666	SALES	PLANS		
Profile		Meeting	Recording	Telephone
Meetings		Schedule Meet	ing	Schedule Meeting
Webinars				Schedule Meeting
Recordings		In Meeting (Ba In Meeting (Ad		Host video Start meetings with
Settings		Email Notificat	ion	
Account Profile		Other		Participants vide
Reports				Start meetings with

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

Schedule Meeting	In Meeting (Basic)	
In Meeting (Basic) In Meeting (Advanced) Email Notification	Require Encryption for 3rd Party Endpoints (H323/SIP) Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).	
Other	Chat Allow meeting participants to send a message visible to all participants Prevent participants from saving chat	Modified Reset

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)

Chat Allow meeting participants to send a message visible to all participants	
✓ Prevent participants from saving chat 𝔝	
Private chat Allow meeting participants to send a private 1:1 message to another participant.	
Auto saving chats Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.	

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

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ZOOM 1.888.797.9666	S SUES PLANS	JOIN A MEETING	HOST A MEETING +
Profile Meetings	Meeting Recording Telephone		
Webinars	Recording		
Recordings Settings	Local recording Allow hosts and participants to record the meeting to a local file		Modified Reset
Account Profile Reports	Cloud recording Allow hosts to record and save the meeting / webinar in the cloud		Modified Reset
	Automatic recording Record meetings automatically as they start.		