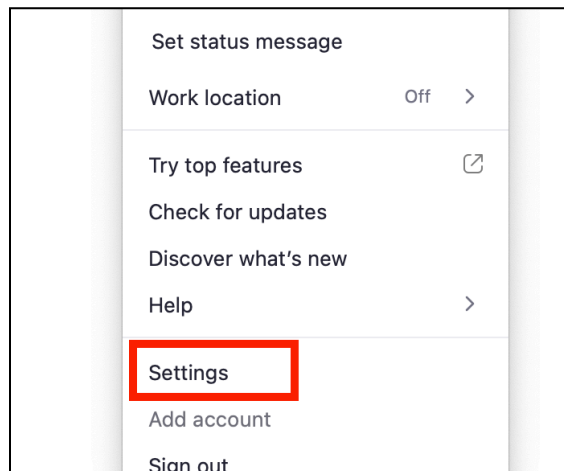
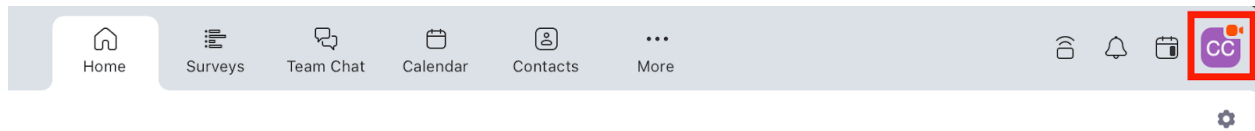


Zoom Recording Settings

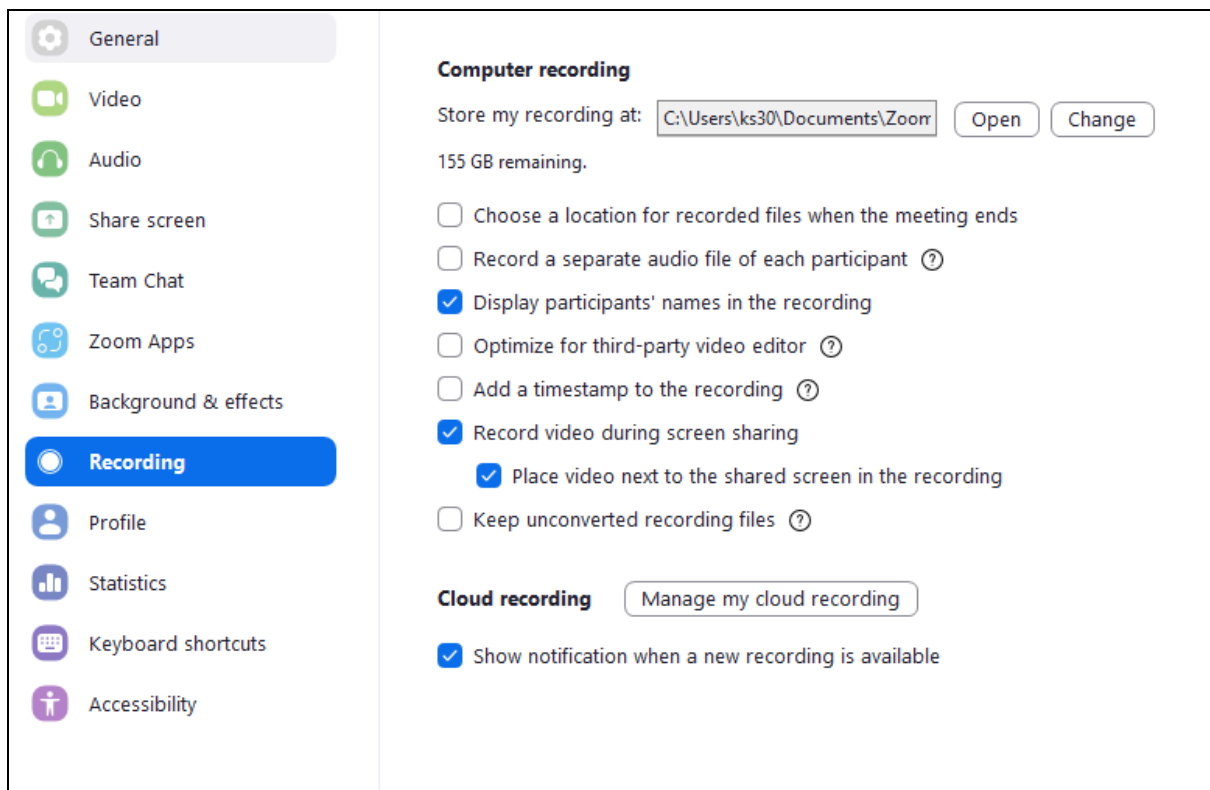
CCIT, February 2025

To access local Zoom recording settings:

- Open the desktop Zoom app
- Click the profile icon and select Settings

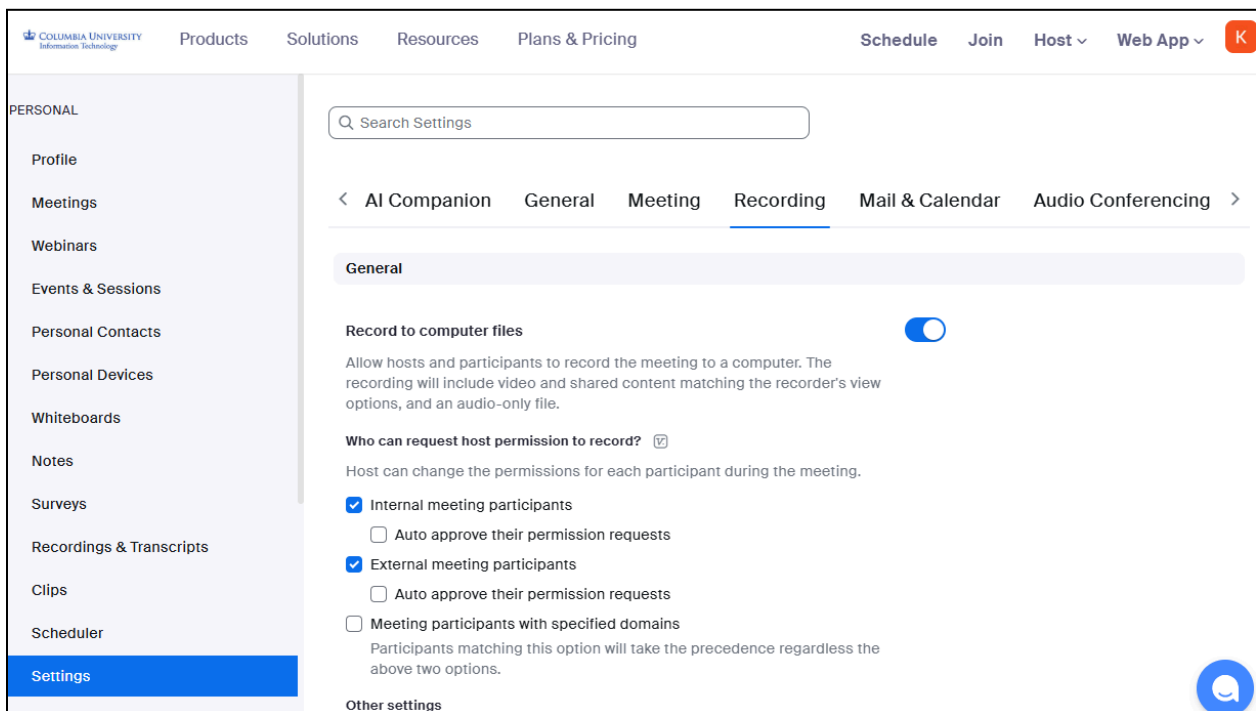


- Select Recording
 - From here you can specify where to store your local recordings and select options related to recording quality and elements



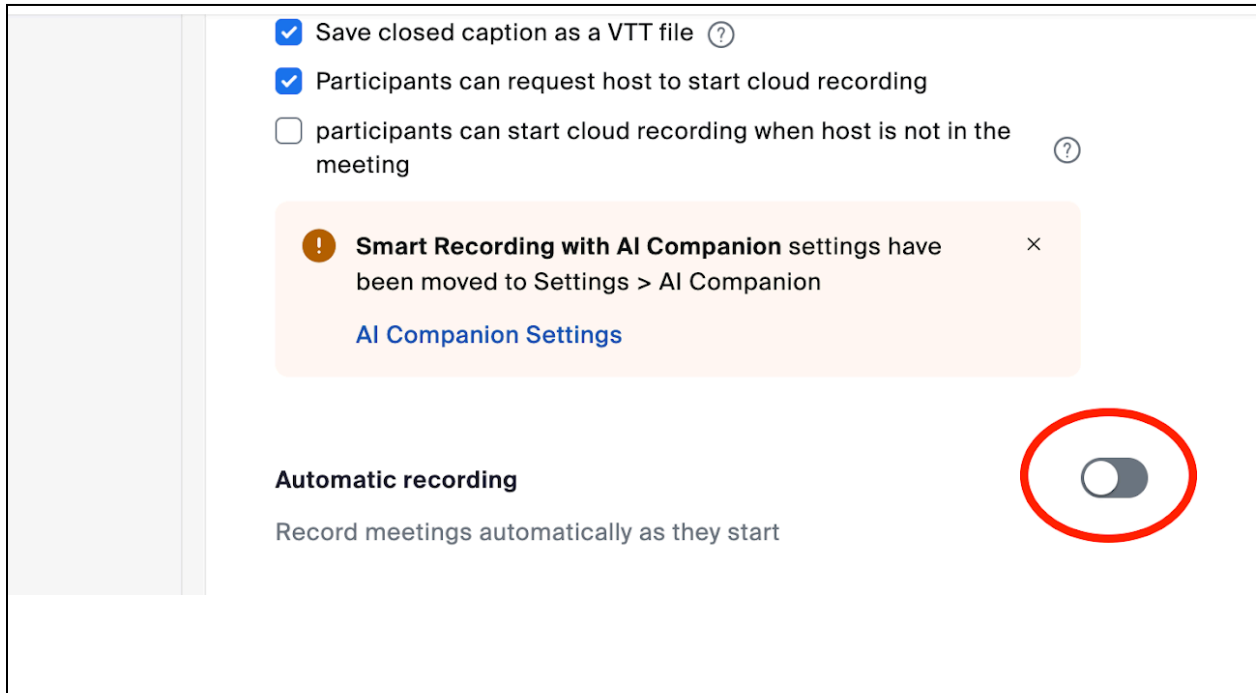
For more Recording settings, log into Columbia’s Zoom website: ([Log in with your UNI](#) or [Log in with a shared email address](#))

- Select Settings from the left-hand menu
- Select Recording from the menu across the top of the Settings page

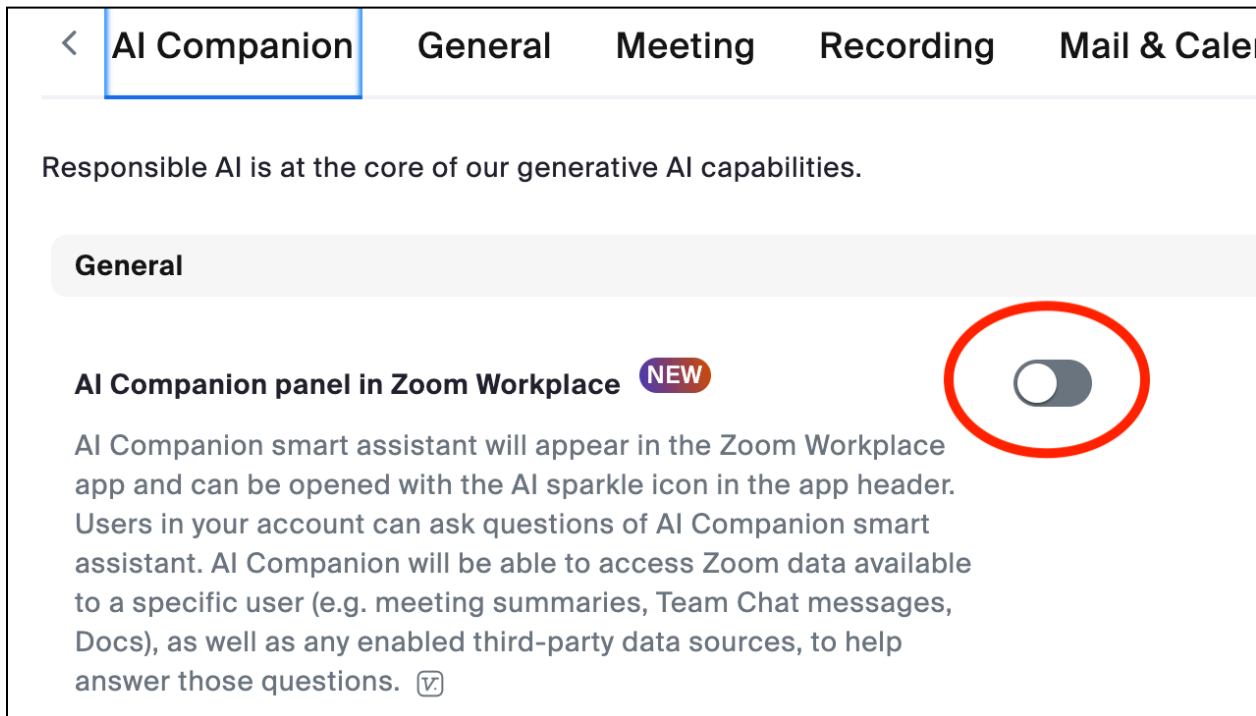


From here you can set additional options for recording to your local computer or to the cloud. Some settings are unavailable, but any settings with a dark grey button can be activated.

You can adjust the setting for Automatic Recording approximately halfway down the page.

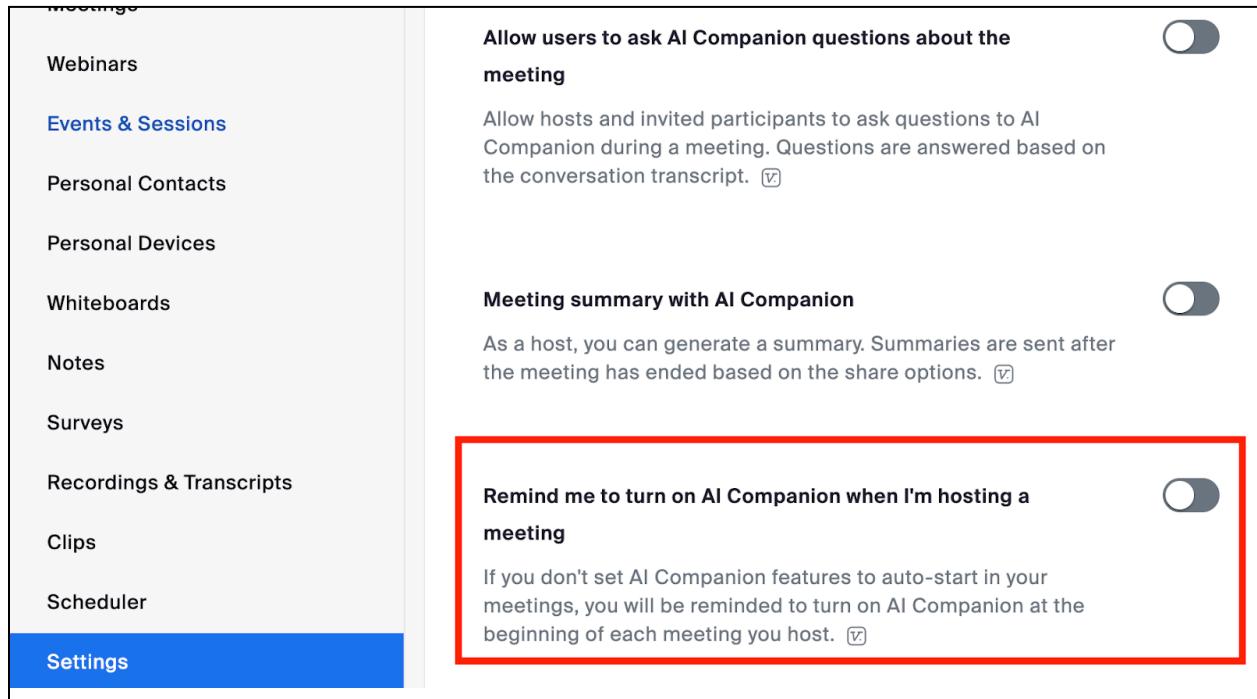


You can also adjust the settings related to the **AI Companion** from the menu:



From here you can toggle the setting to enable AI Companion features by default at the start of each of your hosted meetings. If you do not activate this automatic setting, you and other meeting attendees will not be able to activate an AI recording or use other AI features during your hosted meetings.

Even if AI Companion is enabled, you must still enable a recording, either with or without AI features. However, you can turn on the setting to automatically remind you to activate a recording in your hosted meetings.



The screenshot shows the Zoom settings interface. On the left is a navigation menu with the following items: Meetings, Webinars, Events & Sessions (highlighted in blue), Personal Contacts, Personal Devices, Whiteboards, Notes, Surveys, Recordings & Transcripts, Clips, Scheduler, and Settings (highlighted in blue). The main content area on the right contains three settings, each with a toggle switch:

- Allow users to ask AI Companion questions about the meeting** (toggle is off). Description: Allow hosts and invited participants to ask questions to AI Companion during a meeting. Questions are answered based on the conversation transcript. [v]
- Meeting summary with AI Companion** (toggle is off). Description: As a host, you can generate a summary. Summaries are sent after the meeting has ended based on the share options. [v]
- Remind me to turn on AI Companion when I'm hosting a meeting** (toggle is off). Description: If you don't set AI Companion features to auto-start in your meetings, you will be reminded to turn on AI Companion at the beginning of each meeting you host. [v]

The third setting, "Remind me to turn on AI Companion when I'm hosting a meeting", is highlighted with a red rectangular border.

Additional information about Zoom recordings can be found in this [video](#).