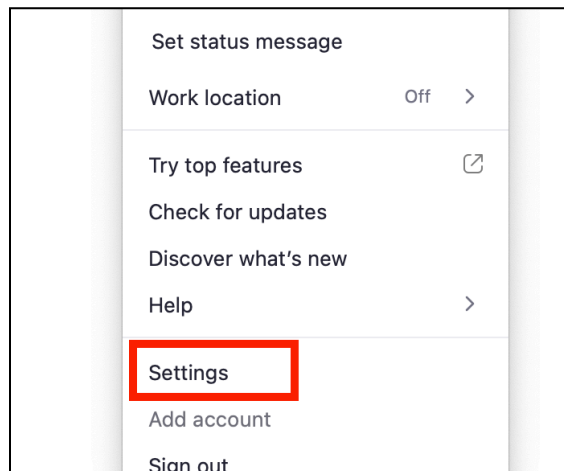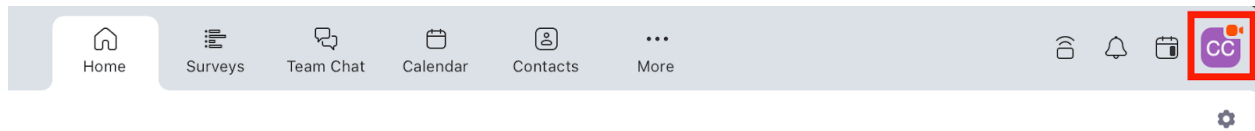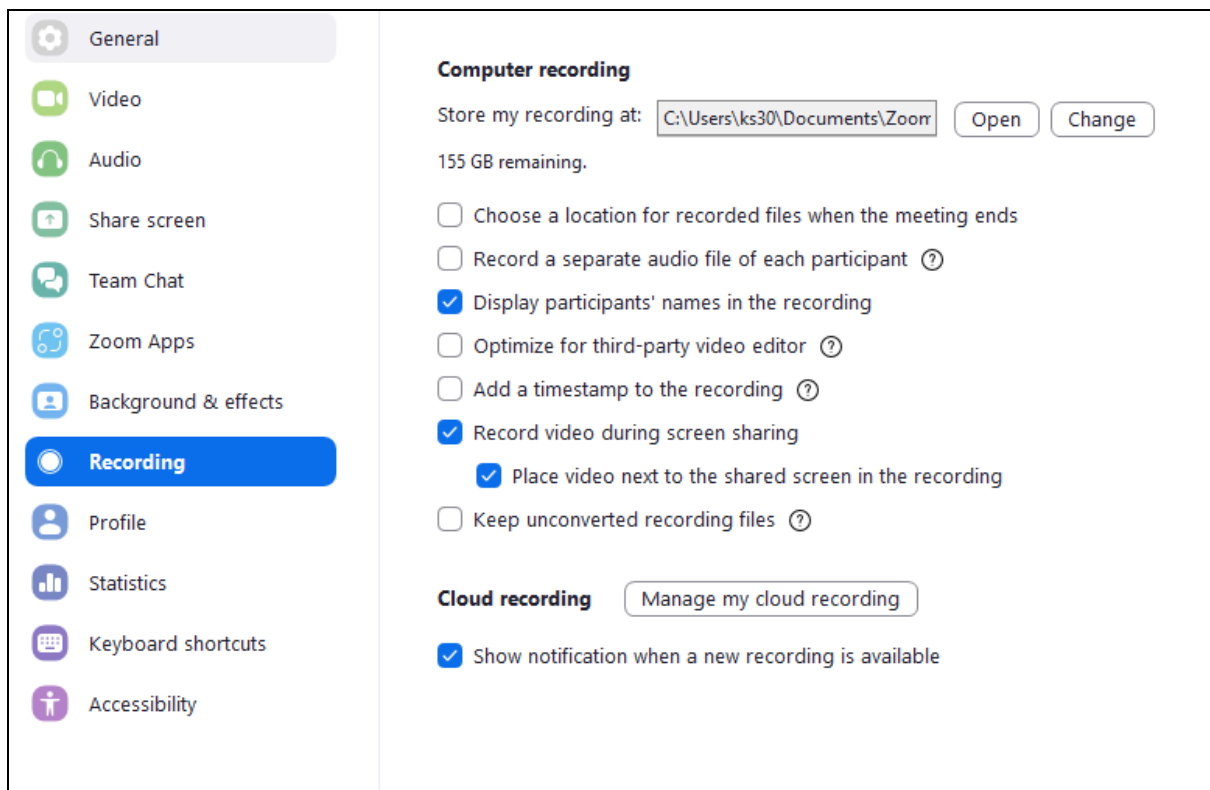# Zoom Recording Settings

CCIT, February 2025

To access local Zoom recording settings:
- Open the desktop Zoom app
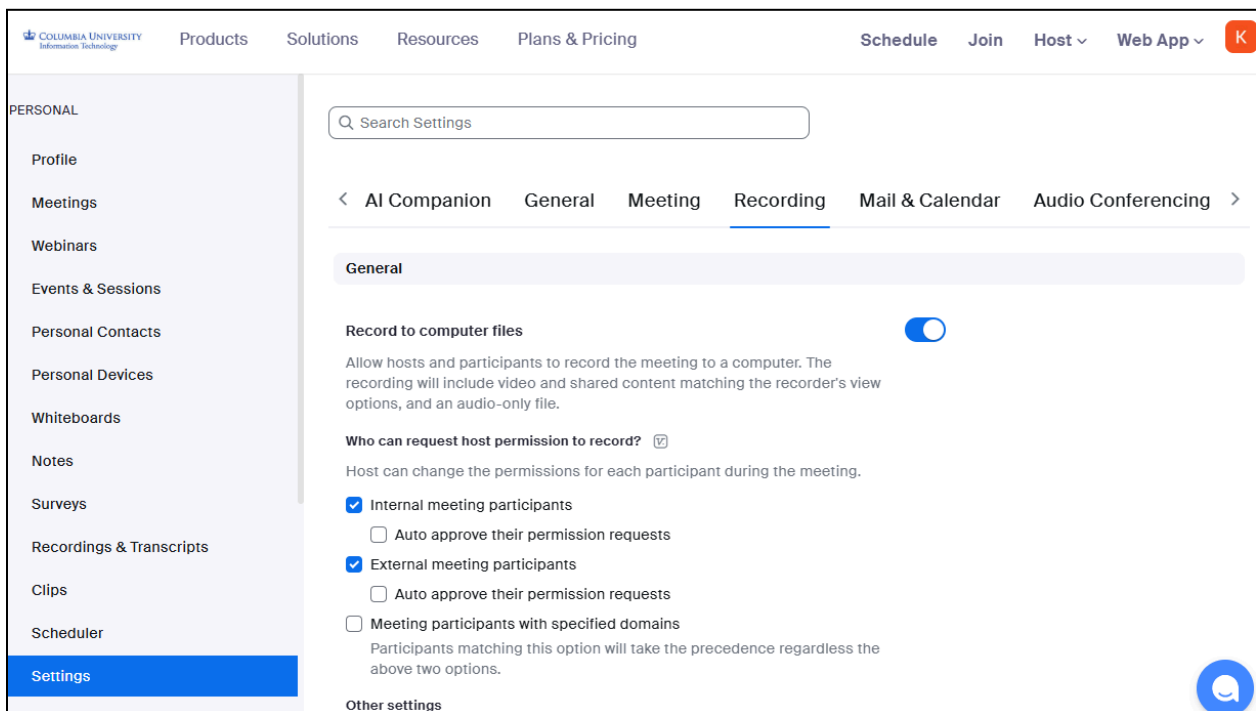- Click the profile icon and select Settings

- Select Recording
  - From here you can specify where to store your local recordings and select options related to recording quality and elements
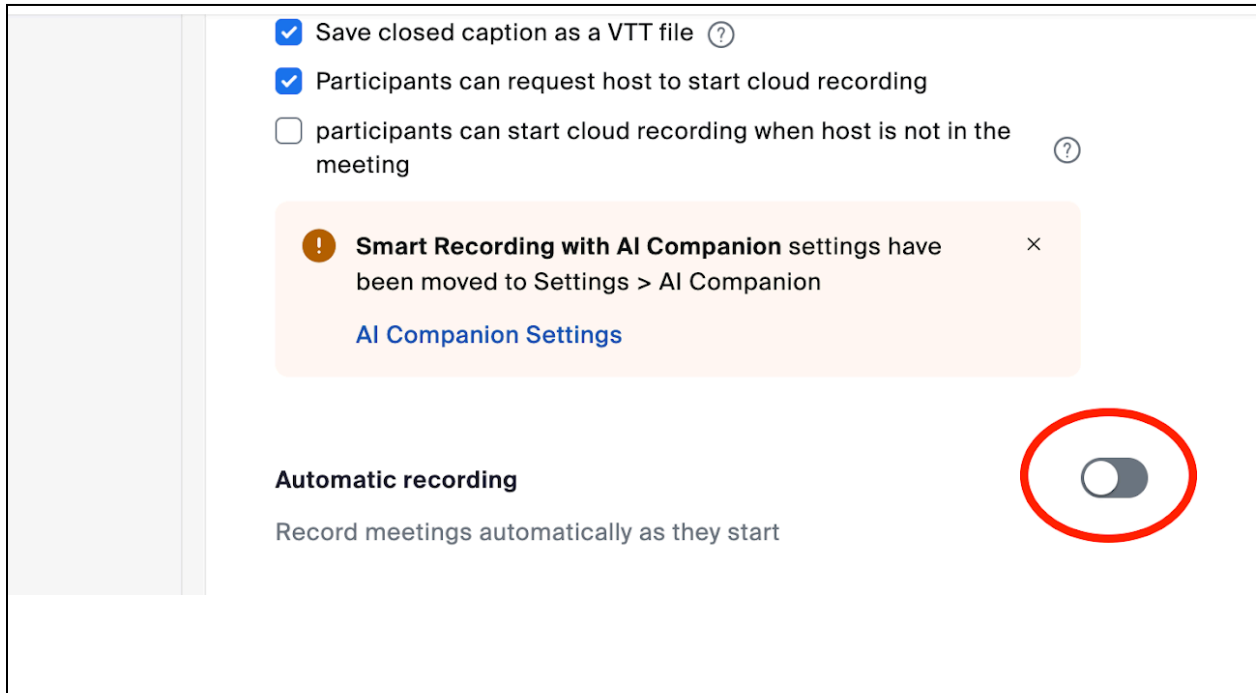
For more Recording settings, log into Columbia's Zoom website: ([Log in with your UNI](...) or [Log in with a shared email address](...))
- Select Settings from the left-hand menu
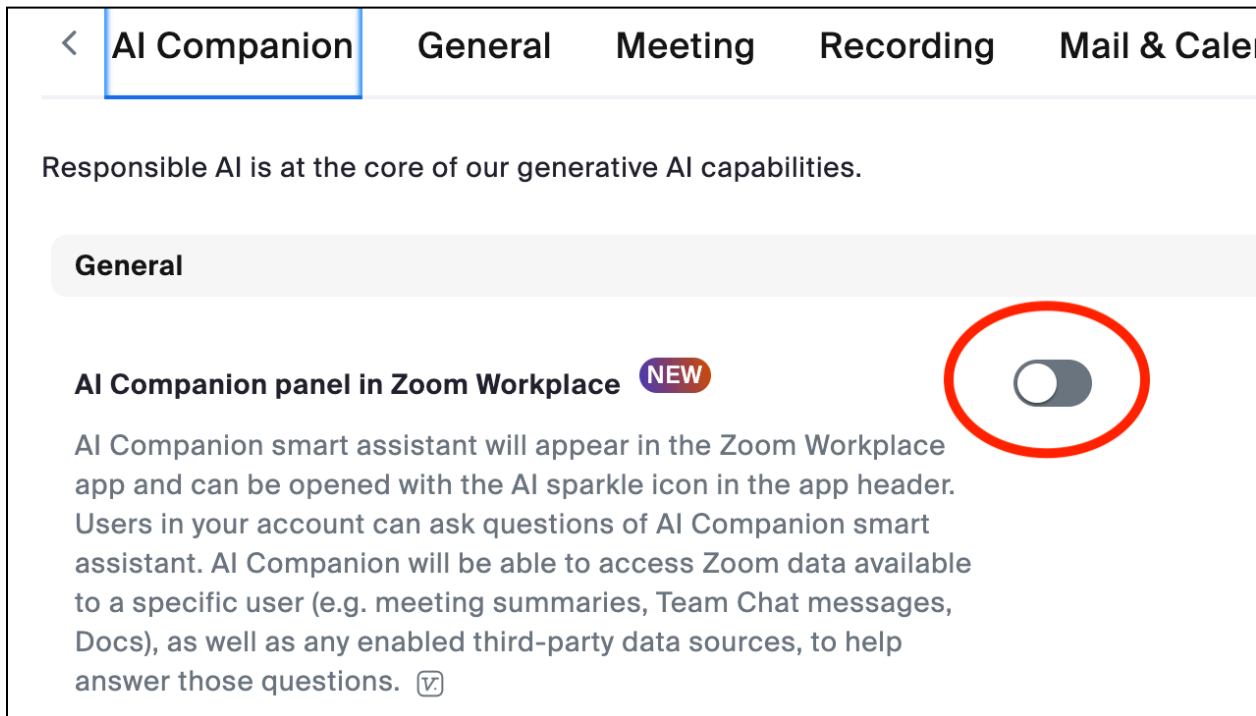- Select Recording from the menu across the top of the Settings page

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.
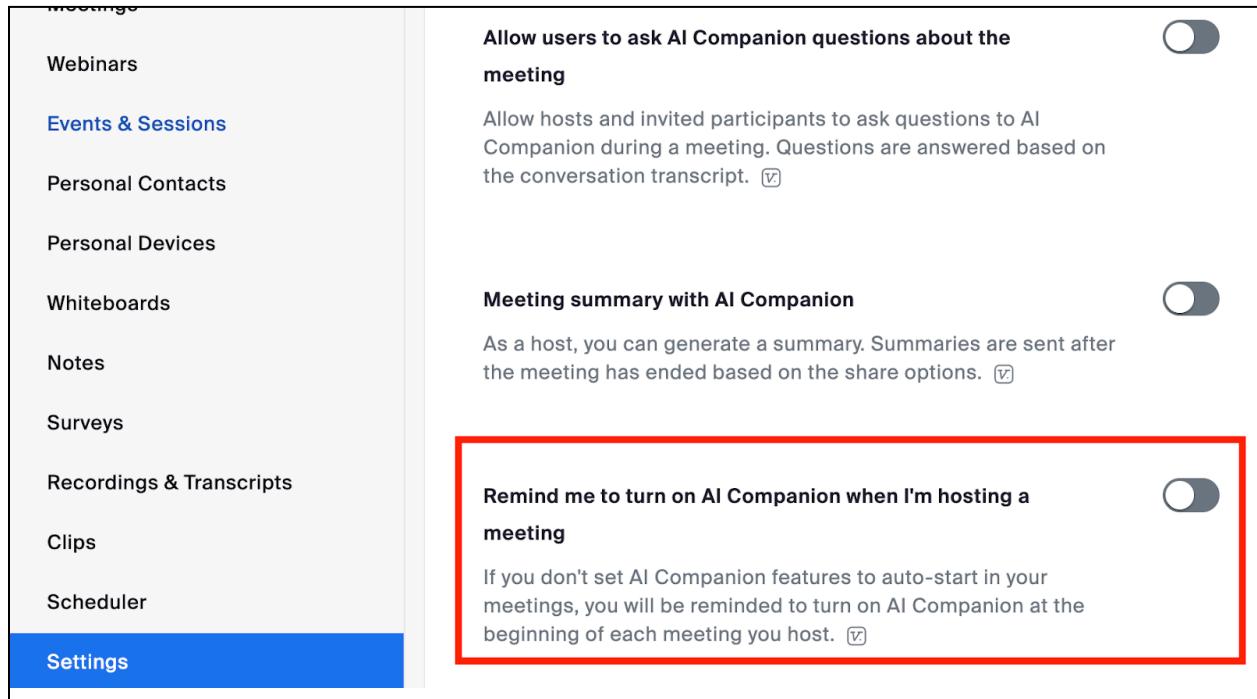

You can also adjust the settings related to the **AI Companion** from the menu:

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.

Additional information about Zoom recordings can be found in this video.