

## Changing cloud recording settings

After enabling cloud recording, you can change these settings. These settings can be applied at an account, group, or user level:

- **Record active speaker with shared screen:** Record both [active speaker](#) view and shared content on the same video.
- **Record gallery view with shared screen:** Record both [gallery view](#) and shared content on the same video.
- **Record active speaker, gallery view and shared screen separately:** Select the [recording layout](#) types that you want to record as separate videos.

**Note:** By selecting this option for cloud recordings, you will see the shared screen recording beside the active speaker / gallery view when [viewing a cloud recording using the Zoom web portal](#).

- **Record an audio only file:** Only receive an M4A file with a recording of the audio.
- **Save chat messages from the meeting / webinar:** Receive a TXT file with the transcript of in-meeting chat messages.  
**Note:** For meetings, the chat transcript saved on the cloud will only include chat messages sent to everyone. For webinars, the saved chat will only include messages from the host and panelists to all participants. Messages sent between individuals are not saved on the cloud.

## Advanced settings

- **Add a timestamp to the recording:** Add a timestamp of the meeting to your cloud recordings. The time will display in the host's time zone, set on their [Zoom profile](#).
- **Display participants' names in the recording:** Add participants' name to the bottom-right corner of their video.
- **Record thumbnails when sharing:** Include a thumbnail of the presenter when screen sharing.
- **Optimize the recording for 3rd party video editor:** Generate your cloud recording video files with a standard format that is compatible with 3rd party video editors. This may increase file size.
- **Audio transcript:** Automatically [transcribe](#) your cloud recordings.
- **Save panelist chat to the recording:** The messages sent by panelists during a webinar to either all panelists or all panelists and attendees will be saved to the recording.

## Other settings

You can also enable or disable these features by clicking the toggle.

- **IP Address Access Control:** Only allow specified IP address to playback shared cloud recordings. This setting applies to cloud recordings that are [shared publicly or to authenticated users](#). If a cloud recording is shared to authenticated users, signed-in users in the same account will still need their IP address allowed to view the recording.

- **Record meeting as WORM state (write once, read many):** After enabling this setting, cloud recordings cannot be [edited or deleted in the web portal](#). If a retention time range has been configured, recordings can't be edited or deleted until the retention period expires.

**Note:**

- This setting needs to be enabled by Zoom. After contacting support, please allow up to 3 business days for the feature to be enabled.
  - If you set an recording to auto delete, the time to auto delete will only apply after the retention period expires.
- **Auto delete cloud recordings after days:** Delete cloud recordings after the specified amount of days.

## Starting a cloud recording

**Note:** Only hosts and co-hosts can start a cloud recording. If you want a participant to start a recording, you can [make them a co-host](#) or use [local recording](#). Recordings started by co-hosts will still appear in the host's recordings in the Zoom web portal.

To record a meeting to the cloud:

1. Start a meeting as the host.
2. Click the **Record** button.  

3. Select **Record to the Cloud** to begin recording.
4. To stop recording, click **Pause/Stop Recording** or **End Meeting**.



Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed. There will be two links in the email, the first will be for the Host-only, to manage the recording. The second link will be for the participants.

5. Manage your cloud recordings:

- [Download, share, or delete cloud recordings.](#)
- [Trim the playback range of a shared recording.](#)