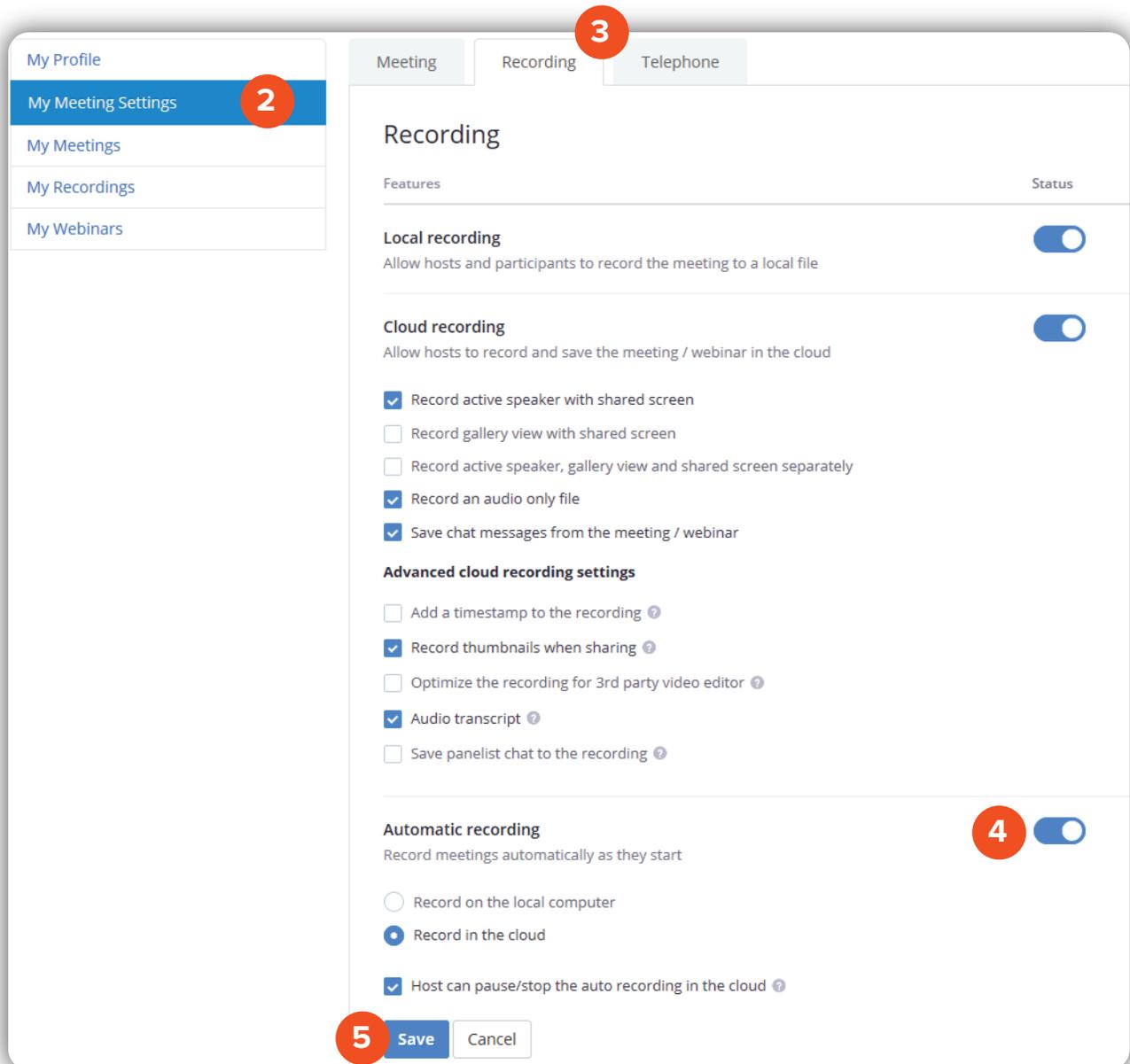


# HOW TO SET ALL MY ZOOM MEETINGS TO AUTOMATICALLY RECORD

1. Navigate to [utrgv.zoom.us](https://utrgv.zoom.us) and log in with your UTRGV credentials.
  2. Click on **"Meeting Settings"** from the menu on the left side of the page.  
Alternatively, you may click this direct link to your meeting settings page: <https://utrgv.zoom.us/profile/setting>
  3. Click on the **"Recording"** tab at the top of the page.
  4. Toggle the **"Automatic Recording"** setting to enable automatic recording. You may choose to record on the local computer or in the cloud(recommended).
  5. Click on the **"Save"** button.
- All of your meetings will now be automatically recorded.



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[utrgv.edu/coltthelp](https://utrgv.edu/coltthelp) | [utrgv.edu/online](https://utrgv.edu/online)

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