## HOW TO SET ALL MY ZOOM MEETINGS TO AUTOMATICALLY RECORD

1. Navigate to **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: <u>https://utrgv.zoom.us/profile/setting</u>

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.

	3	
My Profile	Meeting Recording Telephone	
My Meeting Settings		
My Meetings	Recording	
My Recordings	Features	Status
My Webinars	Local recording Allow hosts and participants to record the meeting to a local file	
	Cloud recording Allow hosts to record and save the meeting / webinar in the cloud	
	Record active speaker with shared screen	
	Record gallery view with shared screen	
	Record active speaker, gallery view and shared screen separately	
	Record an audio only file	
	Save chat messages from the meeting / webinar	
	Advanced cloud recording settings	
	Add a timestamp to the recording 📀	
	Record thumbnails when sharing	
	Optimize the recording for 3rd party video editor 💿	
	Audio transcript 0	
	Save panelist chat to the recording 📀	
	Automatic recording Record meetings automatically as they start	
	Record on the local computer	
	Record in the cloud	
	Host can pause/stop the auto recording in the cloud @	
	5 Save Cancel	

Brownsville Campus

Edinburg Campus

Office: Casa Bella (BCASA) 613 Phone: 956-882-6792 Fax: 956-882-6751 Office: Education Complex (EDUC) 2.202 Phone: 956-665-5327 Fax: 956-665-5276

## The University of Texas Rio Grande Valley

Center for Online Learning & Teaching Technology

utrgv.edu/coltthelp | utrgv.edu/online