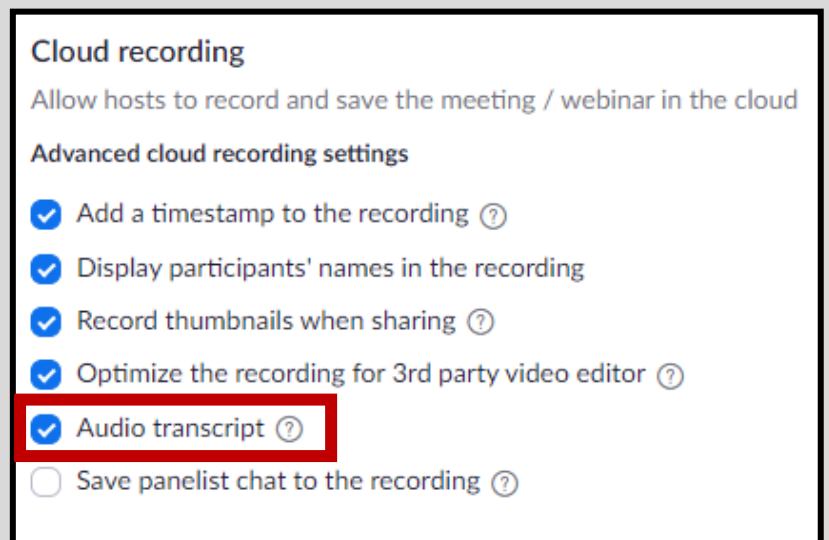
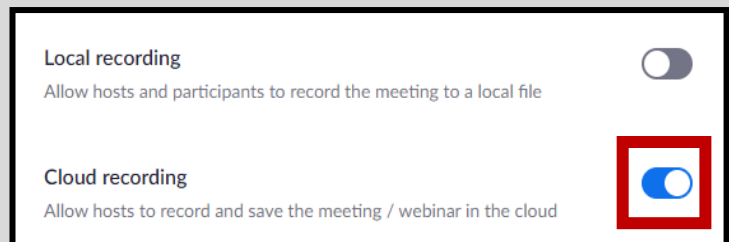
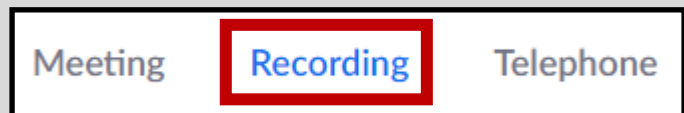
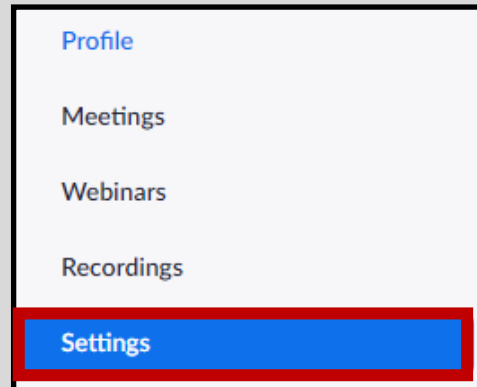


Zoom Settings

Record to the Cloud & Enable Transcripts



Steps:

1. Once logged into Zoom click on **Settings**. Located on the left hand side.
2. At the top you will click the **Recording tab**.
3. Toggle on **Cloud Recording** (turns blue). If you do not see Cloud Recording then you do not have a Pro account.
4. Once turned on, go to Advanced cloud recording settings. Then check the box by **Audio Transcript**.

If you need any help please contact

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