

## Kokladas, Jody

---

**From:** Kokladas, Jody  
**Sent:** Wednesday, January 6, 2021 3:31 PM  
**To:** EntireFourSchoolsFaculty; BayardStaff  
**Subject:** IMPORTANT Zoom information for all

**Importance:** High

Faculty and Administration...

Me again! 😊

Please read the email below carefully.

It seems that the Zoom recording settings have been changed on some accounts I'm not sure how many but the I've spot checked a few and all were changed. I have no idea why and I can't force the fix. Ugh.

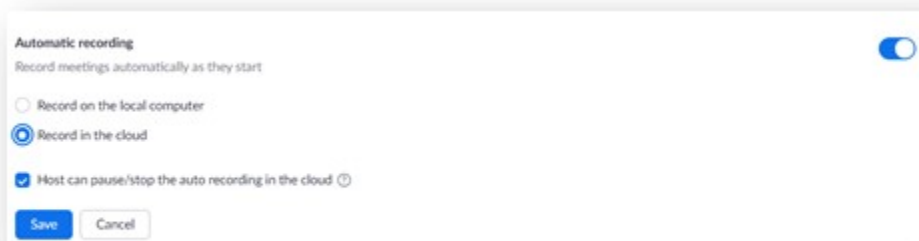
The change is that the accounts have been set to automatically record to the *local computer* verses automatically record to the *cloud*.

### What do you need to do?

1. Click on this link.... <https://zoom.us/profile/setting?tab=recording>
2. Log in if you aren't already
3. Make sure **Cloud Recording** is turned on.



4. Make sure **Automatic Recording** is turned on & set to **record in the cloud** (unless you want to set it for each meeting)  
\*It will prompt you to save



5. Schedule a fake meeting to double check all of your settings
  - a. Click here: <https://zoom.us/meeting#/upcoming> & double check that each setting is set how you want it (use personal ID, waiting room on, auto recording to the cloud, etc.)
  - b. Save the meeting so the settings take effect for all future meetings (even non-scheduled ones), then you can delete it.

Hello 2021!!



Have a great evening!! 😊

*Jody Kokladas*

<http://ssaedtech.weebly.com>

Innovative Teaching and Learning Facilitator  
Shady Side Academy

PAECT Outstanding Leader of the Year

ISTE Certified Educator

Apple Teacher

Twitter: @jkokladas



SEESAW  
AMBASSADOR

remake  
learning