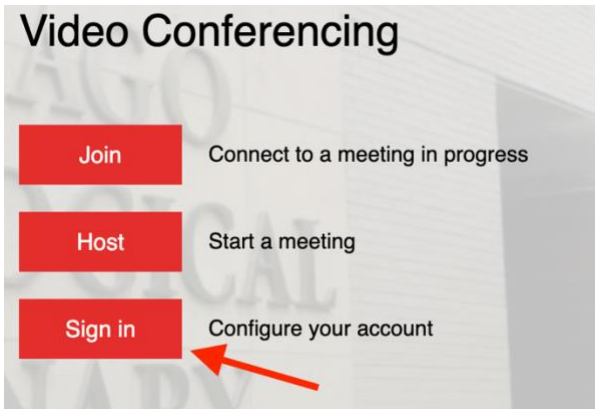
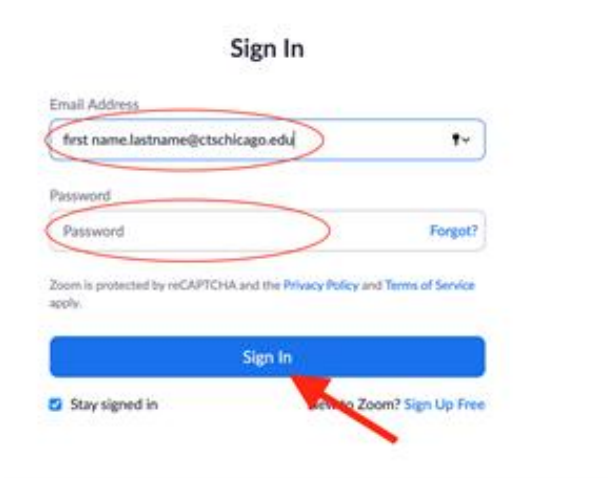


## Setting up Automatic Zoom Recordings with(out) Passcodes

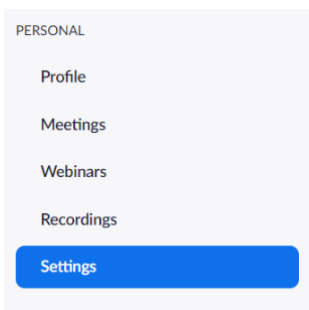
1. Open a [Browser](#), navigate to [ctschicago-edu.zoom.us](https://ctschicago-edu.zoom.us)
2. Your browser will direct you to CTS's Zoom Sign-in page. Select [Sign in](#)



3. Type in your [CTS email address](#), type in your Zoom account [password](#) (not your CTS account password), click [Sign in](#)



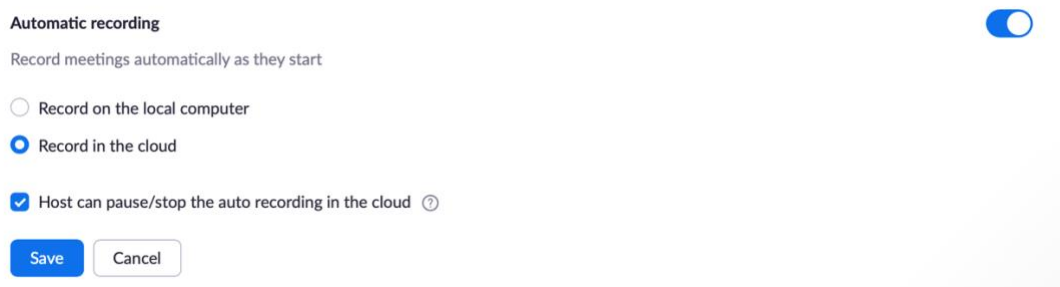
4. Click [Settings](#) under the Personal tab on the left-hand side of the screen



- 5. Click [Recordings](#) from the header tabs



- 6. From this screen, you can change a number of settings. Some of the important ones for this process are:
  - a. **Automatic recording** – If you want recordings to automatically start when you start a meeting, toggle this on. By default, the switch icon is gray (meaning it is off). Click switch icon to blue (meaning it is now on).



Check [Record in the cloud](#)

Click [Save](#)

- b. **Require passcode to access shared cloud recording** – If this setting is enabled, it will create a passcode that you will need to also share with students along with the shareable link for the recording. In general, the Department of Online Learning doesn't believe that all recordings need to be passcode protected. *We suggest that you have this setting off if you will be sharing course content primarily.*

By default, the switch icon is blue (meaning it is on). Click switch icon to gray (meaning it is now off).

