



**Deerfield Academy**  
**Information Technology Services**  
**How to Record your ZOOM Meeting**

The Academy advises all teachers to record their synchronous ZOOM class meetings for the benefit of the teacher and those students who may be unable to attend at the scheduled time. Please make the following adjustments to your ZOOM Account Settings to enable recording of your ZOOM sessions:

1. This setting change cannot be made in the ZOOM app, you need to log into ZOOM using your Internet browser. Open your browser and go to **deerfield.zoom.us** .
2. Sign in using your Deerfield ZOOM username and password.
3. On the menu on the left side of your screen, Click **Settings**.
4. Near the top of the window, Click **Recording**.
5. Scroll down and review the settings under **Cloud Recording**, and change these settings to match your preferences.
6. Next to **Automatic Recording** move the button to “ON” (blue).
7. Select **Record in the Cloud**.
8. Click **Save**.