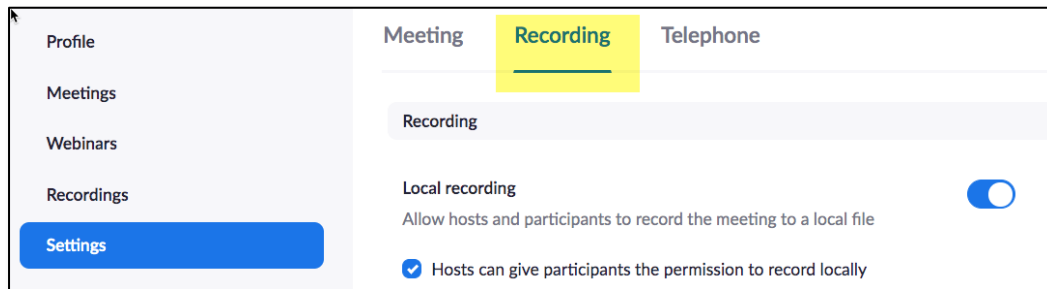


How to save chat messages and transcripts in a recorded meeting

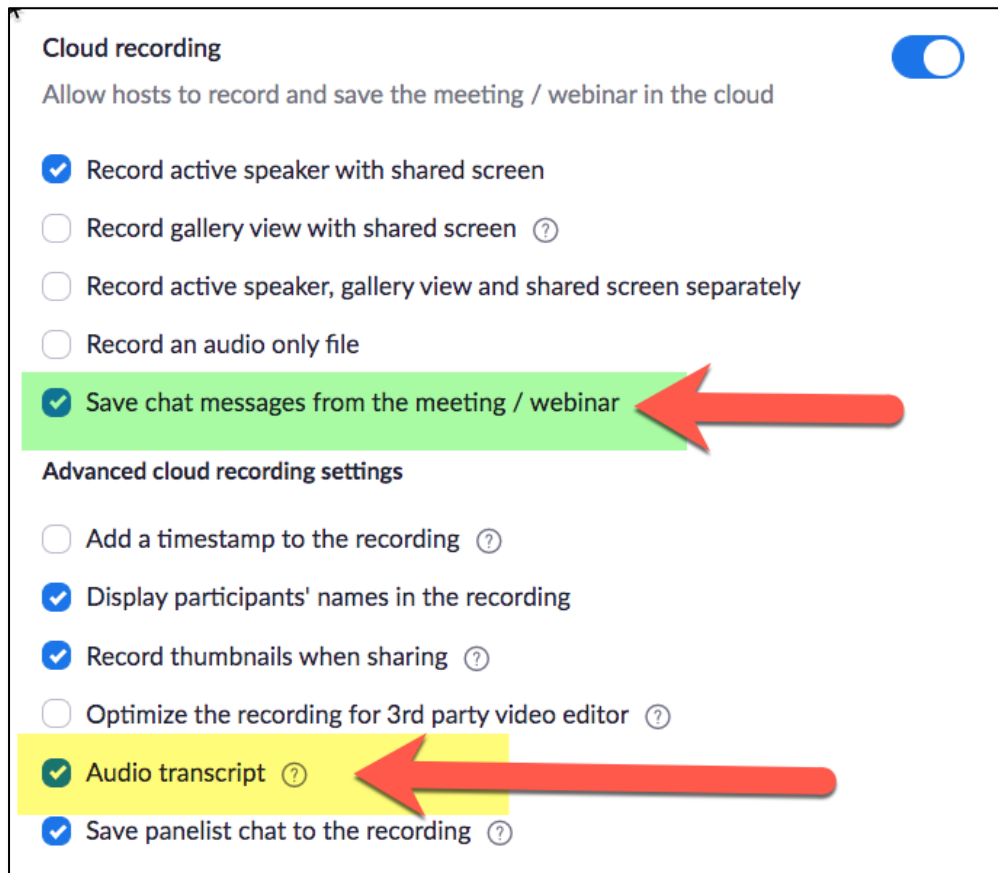
Prepare your Zoom settings *before* the meeting you wish to record!

Open your online Zoom account and select Settings

- Then click on the Recording tab

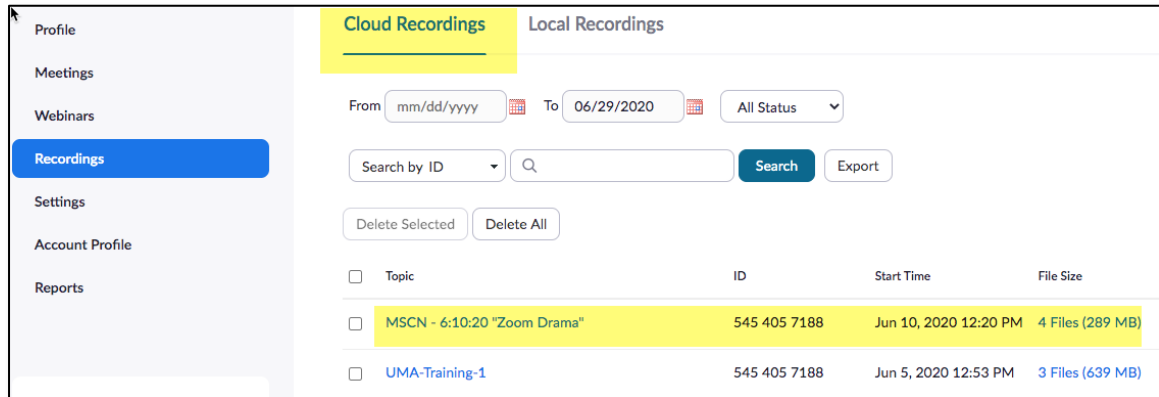


- Now set your recording preferences.
- Note you can save you chat messages and your audio transcripts
- Remember to save your changes!

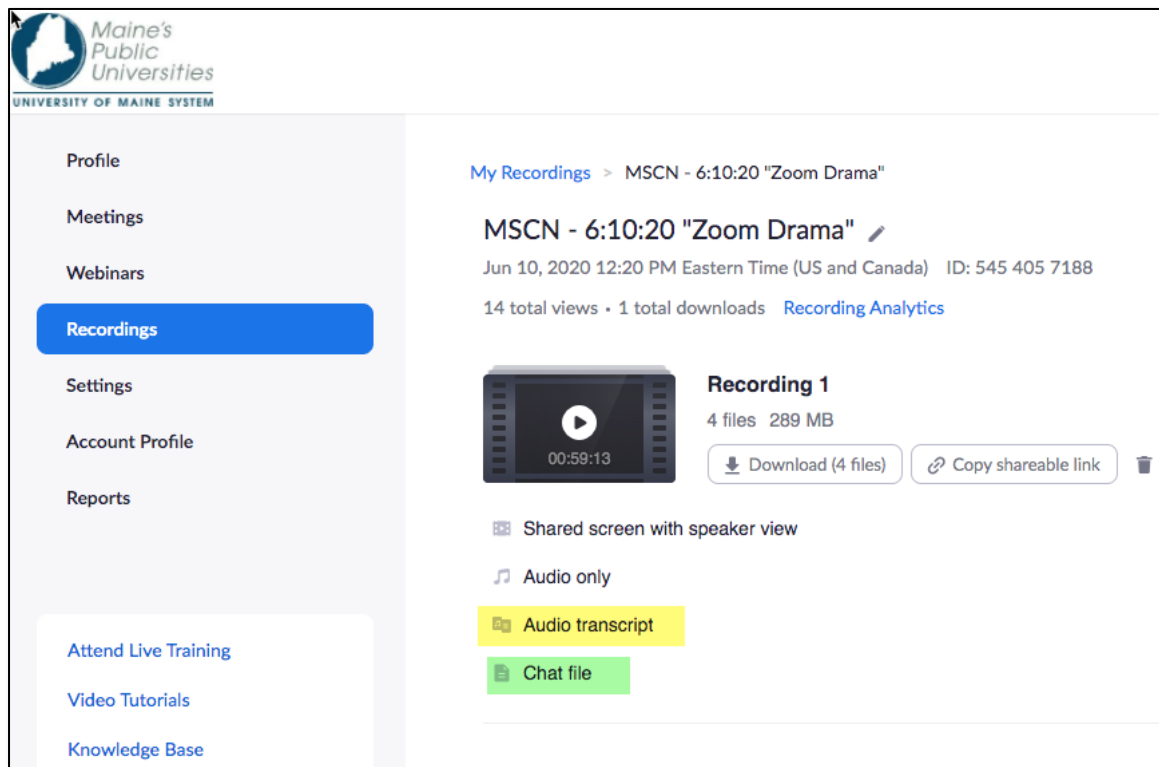


To view your Chat messages and Transcripts go to Recordings page

- You will see all your recorded sessions.
- Click on your meeting.



You will now see your meeting details, your recording plus the **Audio Transcript** and **Chat file**.



Note. The **audio transcript** can now be downloaded. This saves as a **.vtt** file. This file type can be easily opened in Notepad on a Windows PC, or Text Edit on a Mac computer.

The **Chat file** can be downloaded as a text file.