

## Resource Library

## ZOOM RECORDING EMAIL NOTIFICATIONS

By default, Zoom users receive notifications for cloud recordings that are close to their expiring dates. These emails go out for every cloud recording one week before the expiration date and serves as a reminder to back-up your files. However, these emails can get a bit hectic if you make many recordings throughout the semester. Follow the instructions below to learn how to turn these notifications off.

## TOGGLING ZOOM CLOUD RECORDING NOTIFICATIONS ON/OFF

1. Go to the FAU Zoom web portal at <https://fau-edu.zoom.us>
2. Click the **Sign In** button to log in to your Zoom account. If prompted, enter your FAU credentials to sign in.
3. Click the **Settings** button on the menu to the left.
4. Click the **Meeting** tab at the top of the screen.
5. In the categories below the tabs, click the **Email Notification** button to jump down to that group of settings.
6. Scroll down to find the option labeled: **When the cloud recording is going to be permanently deleted from trash.**
7. Click the toggle button next to option to turn it on (blue) or off (grey).

After turning this option off, you should stop receiving email notifications when your cloud recordings are 7 days away from expiring. You can use these same steps to turn any of the other email notifications on or off.

If you face any technical issues with the above or anything else Zoom related, feel free to submit the [Help Desk request linked here](#).