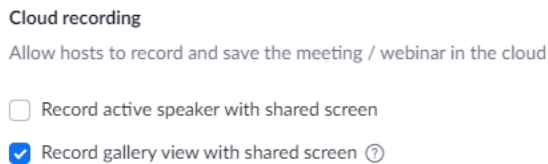


Zoom Cloud Recording Settings - Record gallery view with shared screen

1. Sign in to the [Zoom web portal](#).
2. In the navigation panel, click [Settings](#).
3. Navigate to the **Recording** tab and verify that the **Cloud Recording** setting is enabled.



4. Uncheck "Record Active Speaker with Shared Screen" and check "Record Gallery View with Shared Screen".



5. Click the "Save" button.



The gallery view will now be the recorded view when recording to the cloud. It does not matter whether you select active speaker or gallery view during the meeting.