

Zoom Settings for Audio Recording Only

Myrtle Trace is required by F.S. 718.111 (12) (a) 6. to retain minutes and recordings of electronic meetings. Notices and agendas are also required. All these will be posted on the Myrtle Trace website at myrtletrace.net.

You may end up finding your computer will not record video anyway as the files are so large.

Maximum size for uploading to the MTCA website is 100 MB. **Record Audio Only** files as video files are way too large to put on the website.

Go to **Settings** in Zoom and hit **Cloud Recording -> Audio Only**.

To end the recording after completing the **Agenda** and keep the Zoom Meeting going if you want to chat:

Go to the bottom right Zoom Menu **More-> Pause/Stop-> Stop**.
Message should come up saying it will convert file once meeting is ended.

You need to keep your future meetings time limit to an hour or so, hour and a half maximum.