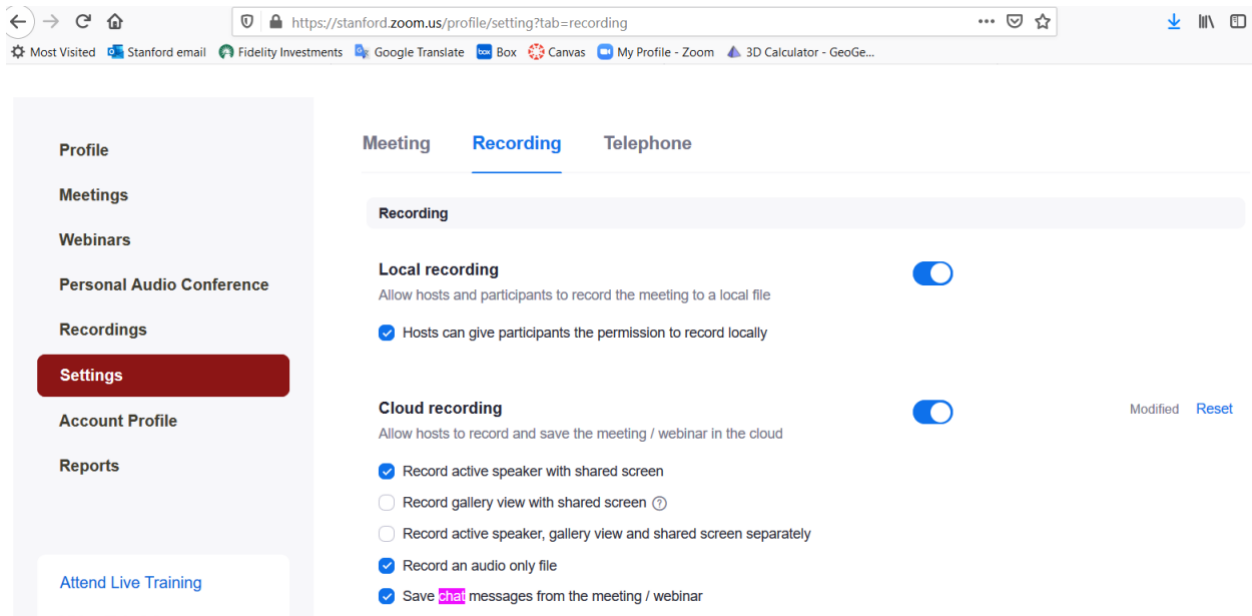


## Saving Chats from Zoom

Chat messages are saved automatically if you record the video.

After the video gets processed, you get a link. That link allows you to see 4 files: the video file, the audio-only file, the transcript file, and the chat file.

To make sure that chats get saved automatically, you have to have the following option turned-on (look at the bottom of the following screenshot):



Chat can also be accessed by the students.

On the right side of the screen you can click "Audio Transcript" as well as "Chat Messages." Let me know if that is not the case.

