How to disable AI from recording your Zoom mediation.

Please follow the step-by-step instructions* on how to disable AI from your Zoom account before you begin your mediated settlement conference. Once you disable the functions in your admin portal, you don't have to keep repeating the same steps with each conference.

Zoom Admin Instructions: Disable All AI Recordings, Transcriptions, and Bots

Goal: Prevent Zoom AI tools, automated note-takers, meeting transcription, and recording features from capturing mediation sessions or other confidential meetings.

STEP 1: Disable AI Companion and My Notes

1. Sign in to the Zoom web portal as an administrator.
2. Go to Zoom Account Settings.
3. Open the AI Companion section.
4. Turn off available AI features, including:
    - AI Companion meeting summaries.
    - Meeting questions and other in-meeting AI features.
    - Any AI-powered note-taking or summarization features.
5. Find My Notes and disable Enable My Notes.
6. Confirm the change if prompted.

Note: Some settings may be account-wide, while others may be controlled at the group or individual-user level.

STEP 2: Block AI Bots and Third-Party Note-Takers

1. In Account Settings, locate Manage which Zoom apps can join as a participant in meetings and webinars in your organization.
2. Enable this setting if it is not already enabled.
3. Click Manage.
4. Select Block specific SDK apps.
5. Add and block the AI apps and bots you want to prevent from joining.

    Examples shown in your screenshots include:
    - Read AI
    - Fireflies.ai
    - Meeting Transcription
    - Rippling
    - Click Up
6. Review the entire list and block any additional AI recording or transcription apps.
7. Click Save.

Important: Blocking specific apps only blocks the apps you select. If you want to prevent all third-party SDK apps from joining, check whether your Zoom account offers an option to allow only approved apps instead.

STEP 3: Disable Cloud Recordings

1. In Account Settings, find the Recording section.
2. Turn off Cloud recording.
3. Disable any related settings that permit automatic cloud recording.
4. Save your changes.

STEP 4: Disable Local Recordings

1. In Account Settings, locate the Recording section.
2. Turn off Local recording, if available as an account-level setting.
3. Disable any related automatic recording options.
4. Save your changes.

STEP 5: Disable Audio Transcription

1. In Account Settings, locate the Recording section.
2. Find Create audio transcript or the corresponding audio-transcription setting.
3. Turn it off.
4. Disable any other settings that automatically generate transcripts from recordings.

STEP 6: Lock the Settings

Where available:

1. Click the lock icon beside each critical setting.
2. Confirm the change.

Locking account-level settings helps prevent users from re-enabling features you have disabled

STEP 7: Verify the Changes

Before using Zoom for confidential meetings:

- AI Companion features are disabled.
- My Notes is disabled.
- Third-party AI bots and SDK apps are blocked or restricted to an approved list.
- Cloud recording is disabled.
- Local recording is disabled where possible.
- Automatic recording is disabled.
- Audio transcription is disabled.
- Critical settings are locked at the account level.

- Meeting hosts' individual settings have been checked.

⚠️ Important: No Single Setting Guarantees That Nothing Can Be Recorded

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Even with these settings, participants may use separate devices, external recording software, or other methods to capture a meeting.

For confidential mediation sessions, I recommend:

1. Disabling Zoom's recording, transcription, and AI features.
2. Restricting third-party apps to an approved list.
3. Reviewing host-level settings and account permissions.
4. Informing participants that recording or transcription is prohibited without authorization.
5. Testing the configuration with a sample meeting before relying on it for confidential sessions.

The key distinction: Disabling Zoom's native recording features does not necessarily prevent every external tool from recording a meeting.

*These instructions were created with the use of AI and are intended to be a helpful resource on how to disable AI on Zoom. These instructions are not a guarantee that AI will be completely disabled on your device, as the evolution of AI is constant. This document does not provide legal advice.