

Save text chat to cloud automatically

For chats, by default it can only be saved during the meeting itself on your local desktop.

If you are recording to the cloud, you can enable your cloud recordings to save the text chat as well.

Steps:

1. Open your web browser and Sign In to the NUS Zoom web portal: <https://nus-sg.zoom.us>
2. Click on Settings.
3. Click on Recording tab. <https://nus-sg.zoom.us/profile/setting?tab=recording>
4. Check the option: Save chat messages from the meeting / webinar
5. The saved text chat can then be accessed via <https://nus-sg.zoom.us/recording>