

Zoom My Notes

Broward College Faculty Quick Guide

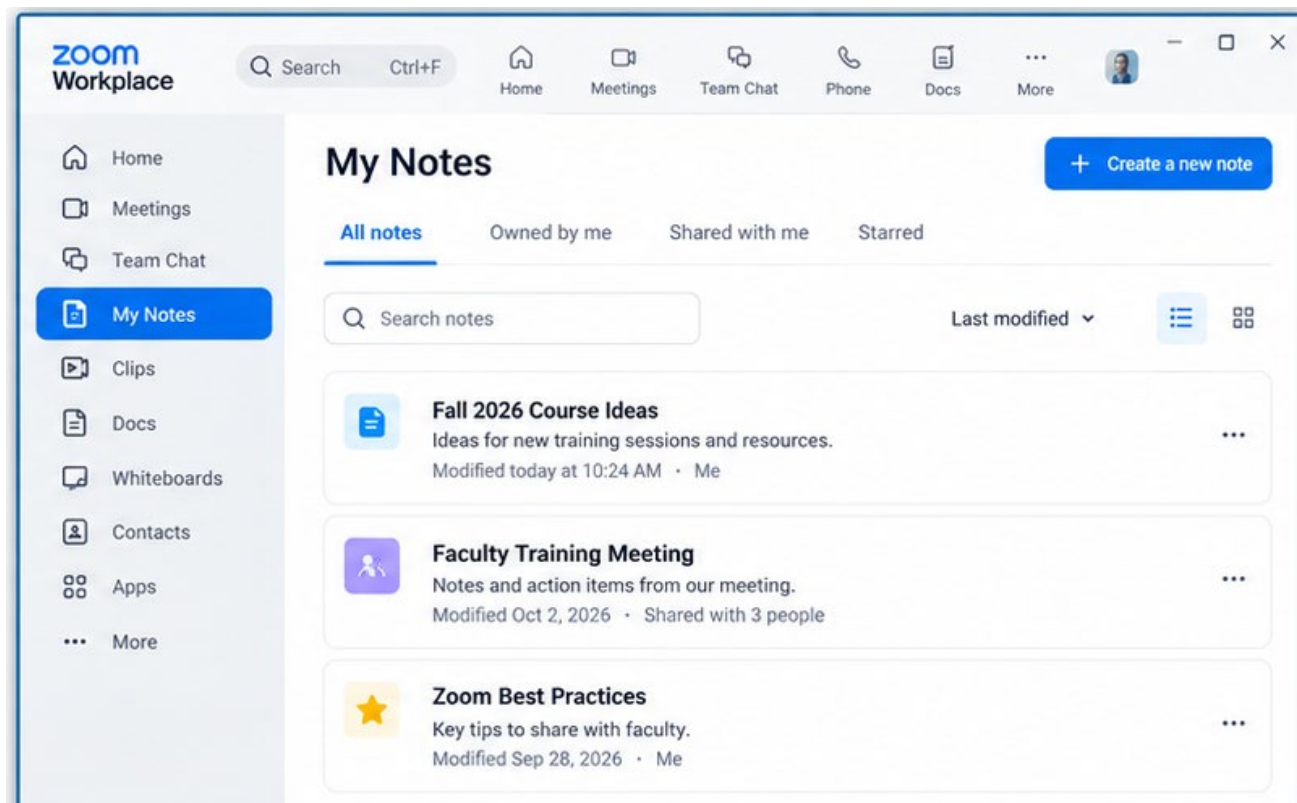
What is My Notes? My Notes is Zoom's personal note-taking workspace. Faculty can take notes during meetings, enhance them with a transcript when available, and organize or share completed notes. Notes are not automatically shared with meeting participants.

Before You Begin

- Sign in to the Zoom Workplace app with your Broward College Zoom account.
- My Notes and transcription options depend on Broward College Zoom settings and the features enabled for your account.
- If My Notes is not visible, select More in Zoom Workplace.

Open My Notes

1. Open the Zoom Workplace desktop app.
2. Select My Notes from the left navigation. If you do not see it, select More > My Notes.
3. Select Create a new note to begin a note outside a meeting.



Example Zoom Workplace screen shown for instructional purposes. Your Broward College Zoom screen may vary.

Use My Notes During a Meeting

1. Start or join your Zoom meeting.
2. Select My Notes at the top of the meeting window.
3. Select Start taking notes. If transcription is available and permitted, it can begin with the note.
4. Enter your notes. Zoom saves them as you work and links them to the meeting.
5. When finished, select Done and complete the note.

Faculty Uses

- Capture action items during department or committee meetings.
- Take personal notes during professional development sessions.
- Organize key points from planning or collaboration meetings.
- Use transcript-based enhancements when available to help organize longer notes.

Important: Follow Broward College requirements when handling student, employee, confidential, or otherwise protected information. Use transcription only when appropriate and provide any notice required by applicable policy or law.

Quick Reference

Task	What to Do
Open My Notes	Zoom Workplace > My Notes, or More > My Notes
During a meeting	My Notes > Start taking notes
Find saved notes	My Notes > All notes
Share	Open a completed note and select Share