

Removing Read.ai from Zoom Meetings



Meeting Recaps, Transcripts,
Recording from Read

The following instructions cover how to remove the Read.ai app from Zoom. Removing the app from Zoom does not delete your account or data. If you want to delete your account and permanently remove your data, follow the instructions in Step 2, which includes the option to delete your account.

Uninstalling the Zoom app

1. To uninstall Read AI's Zoom app, simply follow these steps:

- a. Login to your Zoom account.
- b. Navigate to the Zoom App Marketplace and click **Manage > Installed Apps**.
Or go directly to marketplace.zoom.us/user/installed.
- c. Find the Read.ai app listed on this page.



Meeting Recaps, Transcripts,
Recording from Read

User Managed
Published

Myself
Subscribed Aug 22, 2023
09:19 AM

Not Authorized
[Update](#)

Remove


- d. Click **Remove**.


If you do not see Read.ai listed under your Zoom apps using the steps above please continue to follow the steps below.

2. Log into Read.ai using your NECO credentials.

- a. Visit the [Read.ai sign-in](#) page.


- b. Click **Sign In** then click the **View All Options** link.

 **Read**

Create account **Sign in** 


Email address

Continue


[View all options](#) 



By signing in, I agree to Read's [Terms of Service](#) and acknowledge I have read the [Privacy Policy](#).


- c. Select **Sign in with Google or Microsoft**.


 **Read**


Create account **Sign in**

 Sign in with Google

 Sign in with Microsoft 

 Sign in with Zoom

 Sign in with Webex

 Sign in with Slack

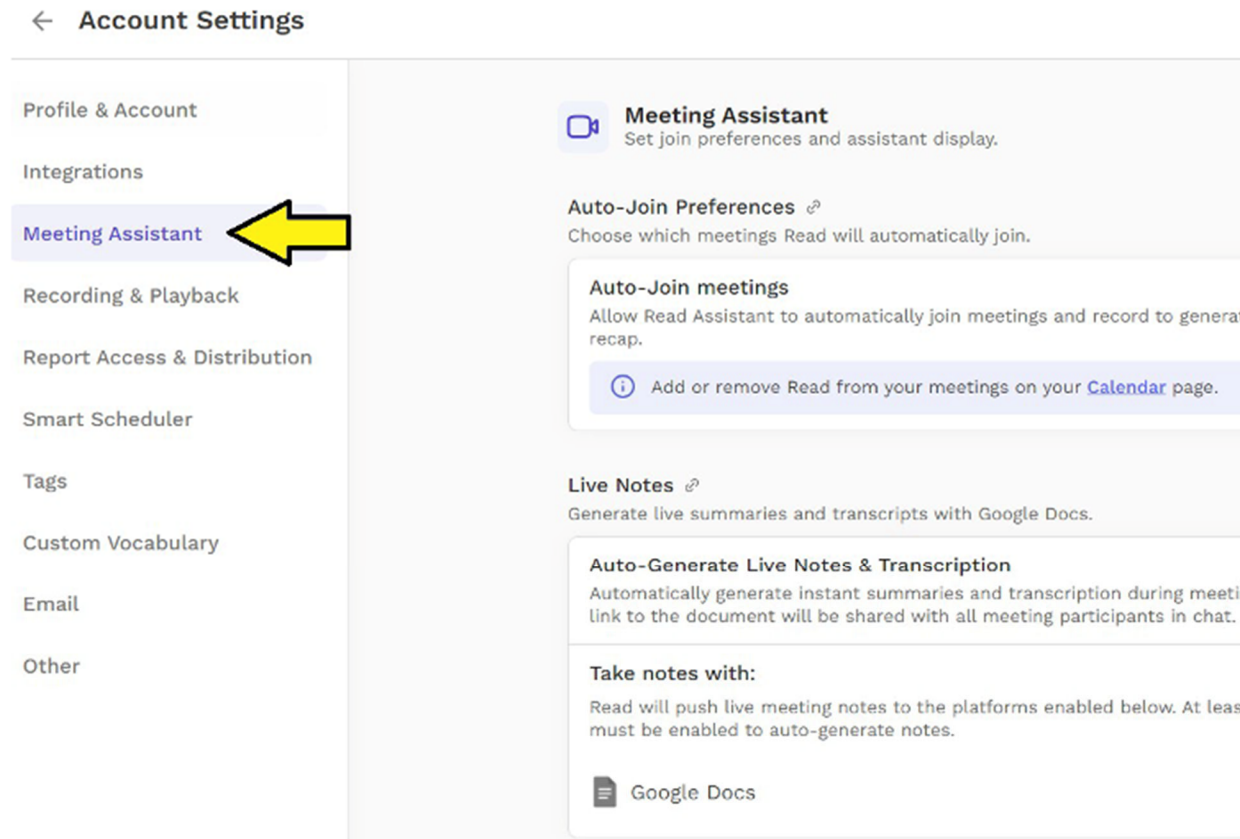
or

[Sign in with email and password](#)

- d. Once logged in click on your name on the bottom left of the screen, then select **Account Settings**.
- e. You can then choose to either **disable Read.ai from auto joining your meetings** or you can choose to **delete your Read.ai account**.

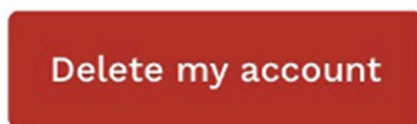
- To disable Read.ai from auto joining your meetings:

1. Under **Account Settings**, click **Meeting Assistant** then toggle the button for **Auto-Join Meetings** (So that it is greyed out).



- To delete your Read.ai account:

1. Under “Account Settings”, click on the "Other" tab on the left-hand menu.
2. Click **Delete my account**.



3. Confirm that you want to delete your account by clicking **Yes, delete my account** on the popup screen. It may take a few moments to complete.

We're sorry to see you go

This deletion is final and there is no way to recover your account or report data if you choose to continue. Do you want to delete your account?



To save your data, but have Read join fewer meetings, update your join preferences to [manually select meetings Read joins](#).



Yes, delete my account

Nevermind

After that you'll logged out of Read.ai and your account will be deleted.