

## Turn Off Alexa Audio Recordings



This guide gives directions how to turn off smart speaker recording for Alexa while working from home, to prevent security breaches.

### Quick Reference Guide

#### Disabling smart speaker audio recordings

- Open the Alexa App
- Open the Menu in the Upper Left corner and select [Settings](#)
- In the settings menu, select the option that says '[Alexa Account](#)'
- Under the Alexa Account Menu, Select the option that says [Alexa Privacy](#)

Use [Alexa Privacy menu](#) to set not to record a voice for research and development purposes.

- Select [Manage Your Alexa Data](#).

There are two sections.

#### Section 1: Manage your voice recordings

- Select [Automatically delete recordings](#)
- [Choose a time](#) to periodically delete all recorded voice commands



This will help keep data private from attack and future uses by Amazon.

This can be done anytime by saying, "[Alexa, delete everything I said today.](#)"

#### Section 2: Help Improve Alexa

- Select **Disable** on the option of '[Use Voice Recordings to Improve Amazon Services and to Develop New Features](#)'



This will prevent your voice recordings from being directly used by the Alexa team.

To book training or speak to a trainer, please get in touch via:  
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