



## Record and download your Audio Conference

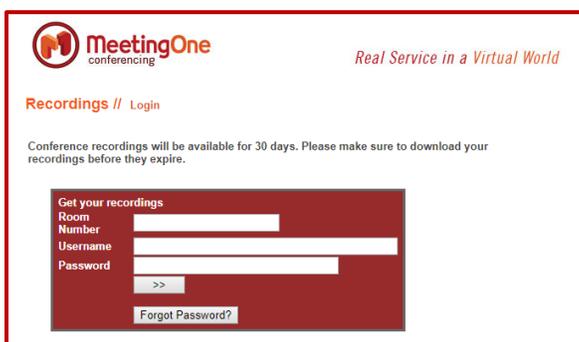
### Manage Recordings



1. **Start Recording** – Starts audio only recording and announces to the room that audio recording for the meeting has begun and the word Recording will flash in the upper right hand corner of the screen
  - \* Breakout room audio will not record. Only main room audio is recorded during breakout sessions
2. **Stop Recording** – Stops audio only recording and announces to the room that audio recording for the meeting has ended

**Access Recordings** – Recordings are available in our Audio recording portal (Recordings are only kept in OAM for 30 days)

- \* Log in to [https://secure.meetingone.com/en\\_eu/recordings/recordingsLogin.cfm](https://secure.meetingone.com/en_eu/recordings/recordingsLogin.cfm)
- \* Enter your conference room number, username and password (provided in your Welcome e-mail – same as Click&Meet and OAI)
- \* Click on the desired recording link to play it or to download its MP3 file right click on the link and select **Save target as...** – Recordings will be accessible after they are processed. Processing times vary.



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Recordings // Login

Conference recordings will be available for 30 days. Please make sure to download your recordings before they expire.

Get your recordings

Room Number

Username

Password

>>

[Forgot Password?](#)



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Recordings // Secured Area

To save a recording, right click on the file name and select "Save Target As".

\* All recording start times are Mountain Standard Time (MST)

Select	Date	Start Time
<input type="checkbox"/>	<a href="#">December-08-2017</a>	08:07 AM (MST)
<input type="checkbox"/>	<a href="#">December-22-2017</a>	12:20 PM (MST)
<input type="checkbox"/>	<a href="#">January-02-2018</a>	08:26 AM (MST)

Delete