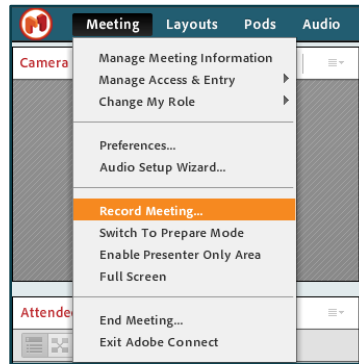


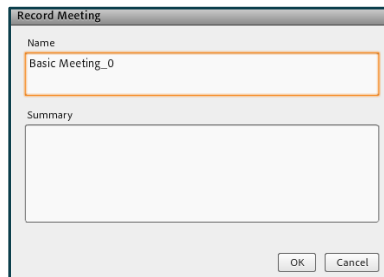
## Recording Meetings

Meeting Hosts can **record** their Adobe Connect meetings and then share the recording links with participants. Recordings capture everything in the room from the perspective of a participant, and never expire.

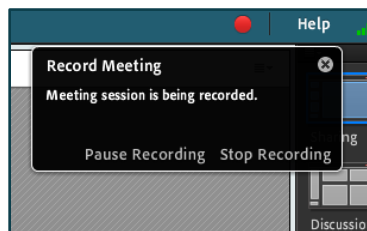
**Record Meeting** - Select **Meeting** and then **Record Meeting**



**Name Recording** - You will have the option to give the recording a name and a brief summary.  
NOTE: The summary will not be visible to participants



**Recording In Progress** - A message will briefly appear to all participants saying that the Meeting Session is Being Recorded. A red dot will also appear in the upper right hand corner to signify the meeting is being recorded.



**Stop Recording** - This will stop the recording in progress.

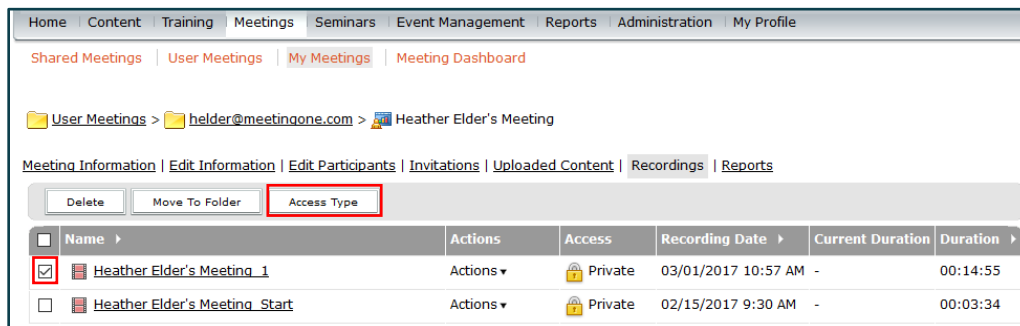


## Access Recordings

Meeting Hosts access the Meeting Recordings in Adobe Connect Central. Here you can access the recording link, edit the recording and make it available offline.

**View Recordings and Change Access Type** - To view the recording, select the **Recordings** tab from the selected meeting room.

- **Access Type** - By default recordings are set to **Private** access to only allow hosts to view
- **Change Access** - Select the radio button next to the recording and then select **Access Type**.



Name	Actions	Access	Recording Date	Current Duration	Duration
<input checked="" type="checkbox"/> Heather Elder's Meeting_1	Actions	Private	03/01/2017 10:57 AM	-	00:14:55
<input type="checkbox"/> Heather Elder's Meeting_Start	Actions	Private	02/15/2017 9:30 AM	-	00:03:34

**Public Access** - Changing to Public Access means anyone who has the URL can view the recording.

- **Set Passcode** - You have the option to add a 4-12 character passcode that participants have to enter to view the recording



Change Access Type [ Return To Recordings ]

**Heather Elder's Meeting\_1**

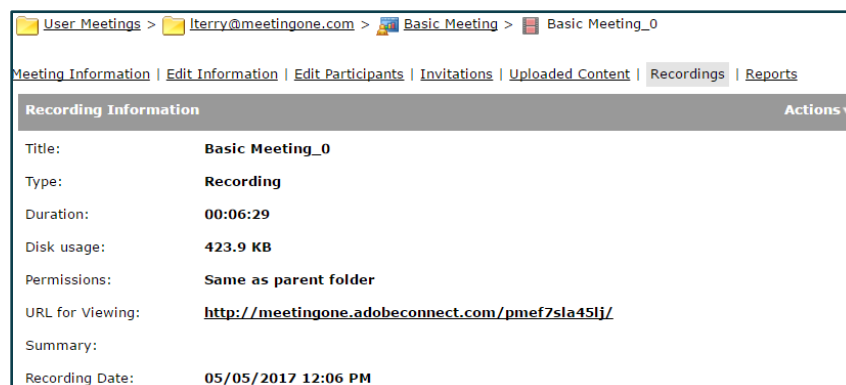
Private

Public

Set Passcode (Optional)

Save Cancel

**Recording URL** - To access the URL, click on the recording name and you'll see the URL to share with your participants.



Recording Information Actions

Title: **Basic Meeting\_0**

Type: **Recording**

Duration: **00:06:29**

Disk usage: **423.9 KB**

Permissions: **Same as parent folder**

URL for Viewing: **<http://meetingone.adobeconnect.com/pmef7sla45lj/>**

Summary:

Recording Date: **05/05/2017 12:06 PM**

## View/Edit Recordings

**Viewing The Recording** - Participants will see everything from their perspective. They will also be able to access links, download files, advance the recording, pause and restart the viewing. **Event Index** can be **Persistent**, **Overlay** or **hidden**

### Actions:

**Edit Information** - Here you can change the name, summary and language of the recording.

- **Actions**, click **Edit Information**, update information

**Edit Recording** – Controls Located at the bottom of the recording you can edit the recording.

- Add/edit or delete a chapter or bookmark, Edit the Events Index
- Select sections of recording to delete or mute
- Settings: Choose to Hide names of attendees or specific pods
- Revert to Original Recording at any time

**Make Offline** – Here you can download recordings to make them available offline or in a different location. ***\*Follow Instructions carefully***

- Recording will open
- Instruction pods will pop up

