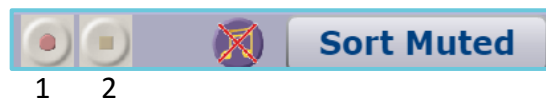# MeetingOne university

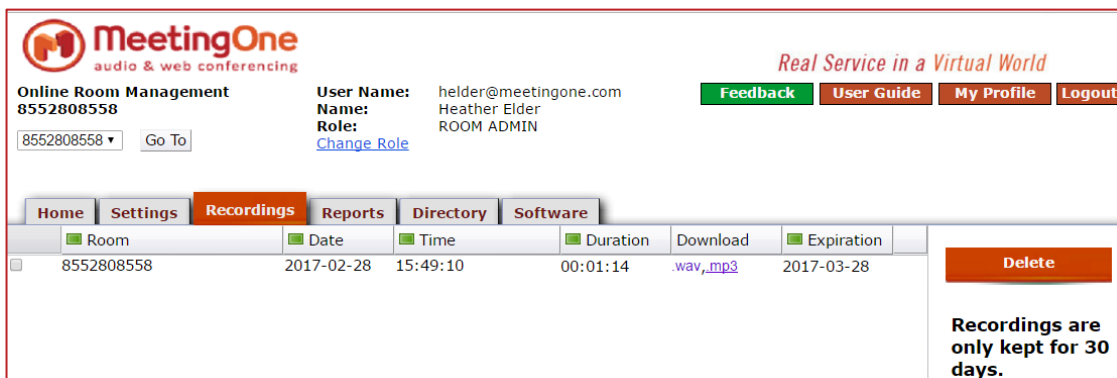# Record and download your Audio Conference

Manage Recordings

1   2

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 OAM Online Account Management (Recordings are only kept in OAM for 30 days)

* Log in to OAM
* Select the applicable Room
* Click **Recordings –** Recordings will be accessible after they are processed. Processing times vary.
* You can download the Audio recording as a .wav or .mp3 file.
   i. Click **.wav** or **.mp3**
   ii. Download will begin and can be saved to your computer