

## Recordings

OAM (Online Account Management) allows you to access all recordings that have been captured in the audio room you are logged into.

### Access Recordings

Access through the Recordings tab, all recordings for the room will appear.

*\*All recordings are kept for 30 days **only**.*

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.

- Click **.wav** or **.mp3**
- Download will begin and can be saved to your computer



MeetingOne audio & web conferencing

Online Room Management 8552493493

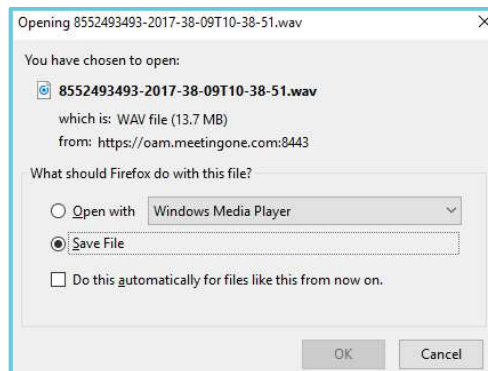
User Name: helder@meetingone.com  
Name: Heather Elder  
Role: ROOM ADMIN  
[Change Role](#)

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8552808558 Go To

	Room	Date	Time	Duration	Download	Expiration	
<input type="checkbox"/>	8552493493	2017-05-09	09:38:51	00:29:59	<a href="#">.wav,mp3</a>	2017-06-09	<input type="button" value="Delete"/>
<input type="checkbox"/>	8552493493	2017-05-22	06:38:06	00:35:41	<a href="#">.wav,mp3</a>	2017-06-22	

Recordings are only kept for 30 days.



Opening 8552493493-2017-38-09T10-38-51.wav

You have chosen to open:

8552493493-2017-38-09T10-38-51.wav  
which is: WAV file (13.7 MB)  
from: https://oam.meetingone.com:8443

What should Firefox do with this file?

Open with Windows Media Player

Save File

Do this automatically for files like this from now on.

OK Cancel