Recording Meetings in Adobe Connect

Adobe Connect allows Instructors record their meetings with audio and share those recordings with other users on the web.

Recording a Meeting Session:

1. Select **Meeting** from the menu bar.
2. Select **Record Meeting**.
3. Enter a **Name** for your recording.
4. Select **OK**. This will start the recording and a red recording icon will appear in the upper left corner of your connect window.
Pausing or Stopping a Recording:
1. Select the Red Recording icon in the upper right corner of the connect window.
2. Select to Pause Recording or Stop Recording.

Sharing a Recording on the Web:
1. Select Meetings from the toolbar.
2. Select the Meeting Room that you were in when you started the recording.
3. Select Recordings from the meeting toolbar.
4. Select the **Checkbox** for the recoding that you wish to share.

5. Select the **Make Public** to unlock the video. You will need to make a recording public before outside users can view it.

6. Select the **Title** of the video to view the URL.