Recording Your Adobe Connect Meeting
Adobe Connect allows you to record meetings for future use.

To Record a Meeting
1. Go to your Adobe Connect meeting

2. In the upper left hand corner, click Meeting and select Record Meeting
3. Choose a name for your meeting

4. Your meeting will begin recording

5. To stop the recording, click the red dot in the upper right hand corner and select *Stop Recording*
   - You can also pause a recording and resume again
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To Access a Meeting Recording

1. Leave your Adobe Connect meeting, and go to your Adobe Connect homepage
2. In the top toolbar, click Meetings
3. Scroll down and select your meeting
4. In the menu above the meeting information bar, click Recordings
5. Click on the link to the recording
6. Navigate down to where it says URL for Viewing and click the link
7. Press play

To Share a Meeting Recording

1. If you only want people who were in the meeting to be able to view the recording, just send them the link
2. If you want to be able to share the meeting with others, you must first change the privacy settings
   - Go back to the Recordings page
   - Select the checkbox next to your meeting recording’s name
   - Above your recording name there is a button Access Type click that.
     - Select Public
       - Note: Even though the video is public, it can still only be viewed with a URL
     - Click Save