

Recording and archiving Adobe Connect meetings

As a host or presenter, you can record an Adobe Connect meeting in case some participants missed it or want to replay it. The recording will show exactly what the attendees saw and heard during the meeting. You can make the recording available to participants by giving them a link and setting their permissions to view the recorded meeting.

You can find the link, or URL, to the recorded meeting on the Recordings page associated with the meeting room in Connect Central.

Recording an Adobe Connect meeting

When you start recording, everything that happens in the meeting room is recorded, with the exception of the Presenter Only area and breakout rooms. You can decide what meeting content to record by stopping and then resuming recording at any time. Each time you start and stop recording, Adobe Connect saves a new recording file.

When you record a meeting, consider the following:

- If you use VoIP and the Video pod to broadcast audio to meeting attendees, all audio is recorded automatically.
- If you use the universal voice solution, you record the audio with the meeting. All telephone-based audio is recorded, and can be played back with the audio conference.
- If you do not use universal voice, you can use your speakerphone and your computer microphone as recording devices. All audio input to your computer is captured and recorded but is not broadcast to participants.
- To play a recording, you need an Internet connection, the recording URL, and permission to view it.

To record an Adobe Connect meeting:

1. Log in to your Adobe Connect account, click the Meetings tab, locate a meeting, and enter the meeting room.
2. Click Meeting and click Record Meeting (**Figure 1**).

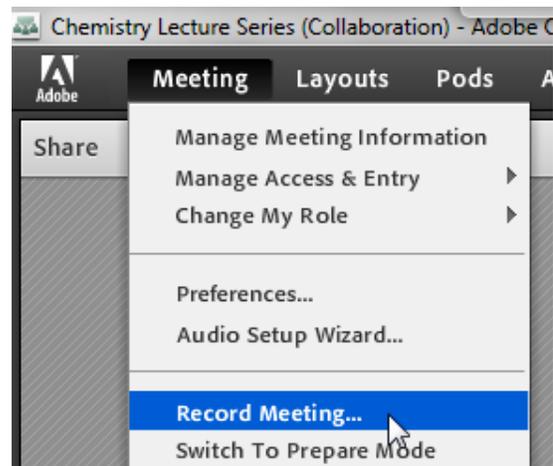


Figure 1 Meeting menu

3. In the Record Meeting dialog box (**Figure 2**), type a name and summary for the recording, and then click OK.

A message appears in the upper-right corner of the window indicating that recording is started (**Figure 3**).

4. When you are ready to stop recording, click Stop Recording (**Figure 3**), or if the recording message is closed, open the Meeting menu and deselect Record Meeting.

A copy of the recording is now stored on the Recordings page for this meeting in Connect Central.

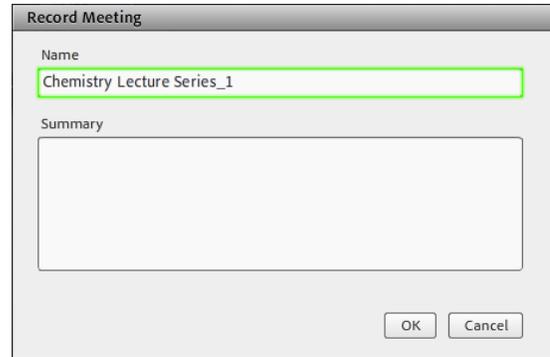


Figure 2 Record Meeting dialog box



Figure 3 Recording message

Viewing and playing back archived meeting recordings

After recording your meeting, you can make it available to others by sending them a link to the recorded file(s). This link is located on the Recording Information page in Connect Central.

When you play a recording, a Recording navigation bar appears in a space below the meeting room. For optimal performance, use a high-speed Internet connection for listening to playback.

To view and play back a recorded meeting:

1. Log in to Adobe Connect, click the Meetings tab, open the Meeting information page for the meeting room, and click Recordings.

The Recordings page includes a list of any recordings for the selected meeting room (**Figure 4**).

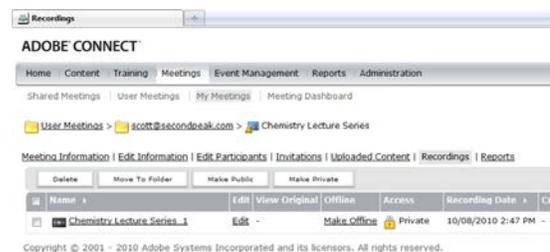


Figure 4 Meeting recordings

2. Click the name of a recording (not its check box).

The Recording Information page appears (**Figure 5**), showing the URL to the recording. This is the URL you share with users who want to view the recorded class or meeting.

3. To view the recording, click the URL.

The recording appears in a new browser window. You can control the playback by using the Recording navigation bar (**Figure 6**).

4. When you finish viewing the recording, close the browser window.

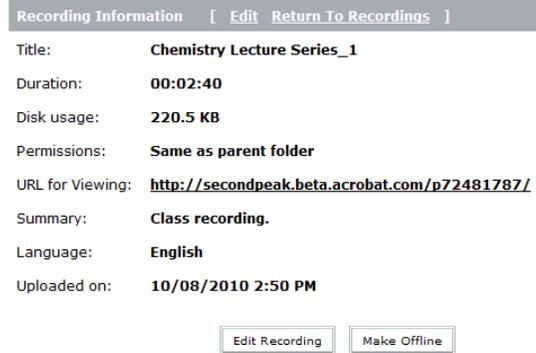


Figure 5 Recording Information page



Figure 6 Recording navigation bar

Making recordings available to others

By default, meeting recordings are private, so only registered Adobe Connect meeting participants can view them. To make the URL available to other viewers, you need to make the meeting public.

To make recordings available:

1. Log in to Adobe Connect, click the Meetings tab, open the Meeting Information page for the meeting room, and select Recordings.
2. To share a recording with registered meeting participants, click a recording to open the Recording Information page, copy the URL, and email participants a copy of the URL.
3. To make the recording available to users who are not registered participants, open the Recordings page for a meeting room, select a meeting (click its check box), and click Make Public (**Figure 7**).

Anyone with the URL can now access the recording without being a registered Adobe Connect user. No login or password is required.



Figure 7 Recordings page

Saving recordings to your computer

To save a copy of the recording to your computer, you can choose to make the recording available offline. This saves the recording as an Adobe Flash Video (FLV) file.

Note: To save time, if you have the Adobe Connect Desktop AIR application installed, you can quickly log in, view, and download recordings for offline playback —without creating an offline recording in real time. For more information on creating and viewing offline recordings, see *Working offline with Adobe Connect Desktop*.

To save a recording:

1. Log in to Adobe Connect, click the Meetings tab, open the Meeting Information page for the meeting room, and select Recordings.
2. Select the check box for the recording you want to save.
3. Click the Make Offline link (**Figure 8**).

The recording appears in a new window. A message appears with notes for making the recording offline (**Figure 9**).

4. Read the offline recording notes, make any adjustments to your settings, and then click Proceed With Offline Recording.
5. Select a location to store the FLV file and click Save.

You can pause or stop the recording by using the Recording toolbar (**Figures 10**).

The meeting is saved to your computer as a new FLV file. The time it takes to create the FLV matches the duration of your meeting. For example, if your meeting is 15 minutes long, it will take 15 minutes to create the offline recording.



Figure 8 Recordings page



Figure 9 Offline Recording message



Figure 10 Offline Recording toolbar