The **Adobe Connect** meeting environment allows you to record meetings. The following instructions will enable you to record meetings.

**To record a meeting:**

a. Click the **Meeting** menu. A menu is displayed.

b. Click the **Record Meeting** option. Recording is initiated.

**To stop recording a meeting:**

a. Click the **red** button in the upper right corner of the meeting environment. A message informs you that the meeting is being recorded.

b. Click the **Stop Recording** link below the message. The recording stops.

**To access a recorded meeting:**

a. Log into your **Adobe Connect** account.

b. Click the **Meetings** menu.

c. Click **My Meetings**.

d. Click the **Recordings** link.

e. Click the link of the recording you wish to view. A meeting information page is displayed.

f. Click the **Enter Meeting Room** button.