

****Adobe Connect 8****

Recording a Meeting

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.