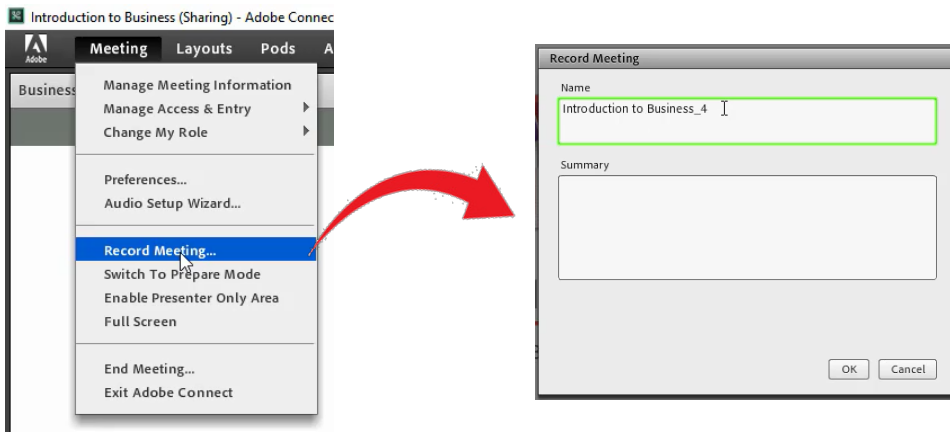




Recording Your Adobe Connect Session

Adobe Connect sessions can be recorded and saved for playback. Recordings allow viewers to use many of the features and content a participant would have experienced during the live session.

As a **Host**, to record your session, select **Meeting** and then **Record Meeting**. Give the recording a name (or accept the default) and a description (*optional* – this description will not be visible to participants).



A red dot appears in the upper right corner along with a notification that the session is being recorded (visible to all attendees). Hosts' notification also includes **Pause** and **Stop Recording** links. This notification will disappear after a few seconds. Clicking on the red dot will open the notification window again.



If there are periods within the session that you do not wish to record, click on **Pause Recording** and then **Resume Recording** when you wish to restart recording. This will result in one session recording that omits those periods of time while recording was paused. When your session is done, select **Meeting>End Meeting** to end the session and complete the recording.



If you wish to have several recordings within one session (for example, Part 1 and Part 2) use the **Stop Recording** option. Then to begin a subsequent recording, select **Record Meeting** again from the **Meeting** menu and name the new recording. This will result in two separate recordings.

Recordings show exactly what attendees saw and heard during the live session (except for Breakout Rooms and the Presenter Only area.)

The following ARE available in recordings:

- ✓ Uploaded content
- ✓ Screen shares
- ✓ Whiteboards
- ✓ Links embedded in PowerPoint, PDF, Chat
- ✓ Public Chat pods
- ✓ Downloads in Files pod
- ✓ URL's in Web Links pod

The following ARE NOT available in recordings:

- ✗ Markup tools
- ✗ Voting in a poll
- ✗ Logout URL's (you can paste the URL into the Chat pod before ending the session or recording)
- ✗ Recordings cannot be played on the Adobe Connect mobile app

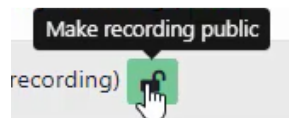
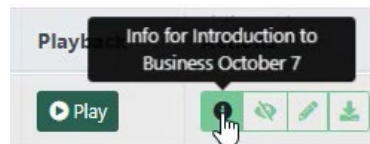
Note: Individual breakout rooms are not recorded, but materials from breakout rooms are included in the recording if the Host brings them into the main meeting

By default, all recordings are Private – available only to attendees enrolled in the session. When you end the session and the recordings are processed they will appear under the **My Recordings** tab for all enrolled attendees.



If you wish to give guests access to a recording, you must change the recording to Public and then provide them with a link to the recording.

From the **My Recordings** tab, find the specific recording from the list of recordings. Under **Actions** click on the **Info** icon.

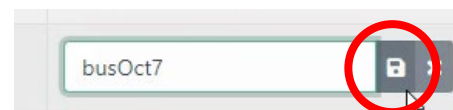


On the **Access** line, click the **Unlock** icon to make the recording Public.

To add an optional passcode to the recording, click on the **Edit passcode** icon and then enter a passcode between 4 and 12 characters in length.

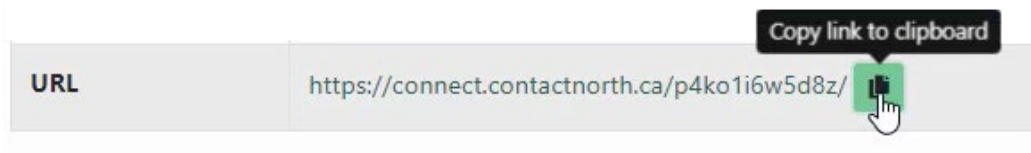


Click the **Save changes** icon when you are done creating the passcode.

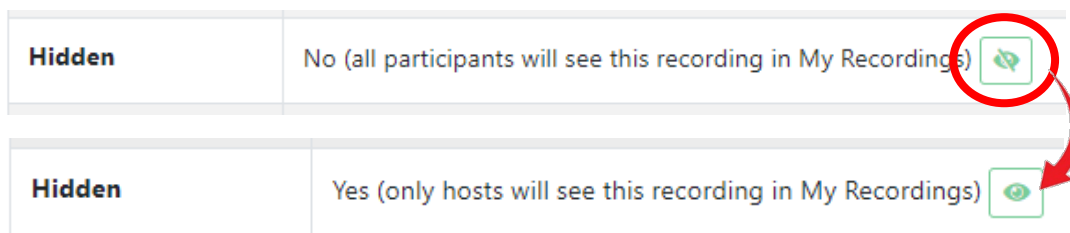


Click the **Copy link to clipboard** icon to copy the URL for the recording to your clipboard and paste it into an email to give guests access to the recording.

Note: You can also copy the passcode to your clipboard, but only one item can be on the clipboard at a time.



If you do not want participants to see the recordings in their My Recordings tab click on the **Hide Recording** icon. This option is especially helpful if you pre-record sessions.



To learn how to edit recordings and to make them available offline, and to see additional Adobe Connect Meeting resources, please visit the resource page at channelconnect.contactnorth.ca/help/.

For technical assistance call the Contact North Helpdesk, Monday to Friday 7:30 am to 10:30 pm at **1-888-850-4628**.