Adobe Connect allows Instructors record their meetings with audio and share those recordings with other users on the web.

**Recording a Meeting Session:**

1. Select **Meeting** from the menu bar.
2. Select **Record Meeting**.
3. Enter a **Name** for your recording.
4. Select **OK**. This will start the recording and a red recording icon will appear in the upper left corner of your connect window.
Pausing or Stopping a Recording:

1. Select the Red Recording icon in the upper right corner of the connect window.
2. Select to Pause Recording or Stop Recording.

Sharing a Recording on the Web:

1. Select Meetings from the toolbar.
2. Select the Meeting Room that you were in when you started the recording.
3. Select Recordings from the meeting toolbar.
4. Select the **Checkbox** for the recoding that you wish to share.

5. Select the **Make Public** to unlock the video. You will need to make a recording public before outside users can view it.

6. Select the **Title** of the video to view the URL.

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**Recording Information**

- **Title:** 12/11/12 video session
- **Duration:** 00:00:24
- **Disk usage:** 340.0 KB
- **Permissions:** Same as parent folder
- **URL for Viewing:** [http://lcc.adobeconnect.com/p2126sm2xxs/](http://lcc.adobeconnect.com/p2126sm2xxs/)
- **Uploaded on:** 12/13/2012 12:35 PM

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