

Adobe Connect - Accessing a recorded meeting

A recorded session in can be viewed by anyone or by any users invited to the original meeting.

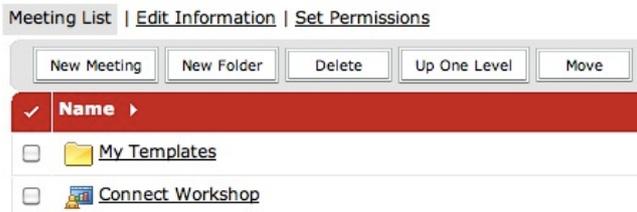
Accessing a recorded meeting (for staff)

1. On the Adobe Acrobat Connect Pro Homepage, click **Meetings > My Meetings**.

ADOBE ACROBAT CONNECT PRO



2. Under **My Meetings** a list of all meetings you have created will appear. In the example below, there is only one meeting called Connect Workshop on the **Meeting List**.



3. Click on the name of the meeting to open the editing options for that particular meeting. A new menu will appear above the panel. This menu is called the meeting options menu. Click on **Recordings** (the second-to-last option on the left side).

[Meeting Information](#) | [Edit Information](#) | [Edit Participants](#) | [Invitations](#) | [Uploaded Content](#) | **Recordings** | [Reports](#)

4. **Recordings** contains a list of all the recordings for the meeting. A meeting may have multiple recordings. Note that **Access** to recordings are locked to **Private**. (Private indicates that it can only be accessed by users who have an account in Adobe Connect and have been added to the access list for the meeting.) Meeting recordings can be made available to anyone by selecting the meeting's checkbox and clicking **Make Public**.



5. By clicking on the recording name, the host can see the URL for viewing. Participants will need the URL viewing link in order to see the recording.

(Optional) The host can also change the name and summary of the recording by clicking **Edit** on the **Recording Information** bar.

Recording Information [[Edit](#) [Return To Recordings](#)]

Title: **Lecture 10 Meeting Recording**

Duration: **00:02:09**

Disk usage: **865.8 KB**

Permissions: **Same as parent folder**

URL for Viewing: <http://wisc.na4.acrobat.com/>

Summary:

Language: **English**

Uploaded on: **03/02/2011 10:21 AM**

[Edit Recording](#) [View Original](#) [Make Offline](#)

Accessing a recorded meeting (for students)

In order to access a recording, a user must:

1. Have an invitation to attend that meeting.
2. Have the recording URL for viewing. Contact the meeting host for the URL address. For information on where to find the recording URL, see the section above; **Accessing a recorded meeting (for staff)**.