

View and Share a Recorded Meeting


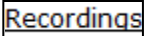
Concept

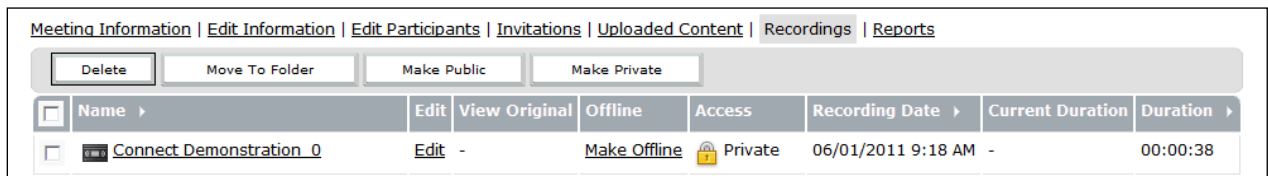
Once a meeting has been recorded, it can be viewed in Adobe Connect. This topic will explain how to access a recorded meeting and distribute its unique URL.


Procedure

Use these directions to view a recorded meeting.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password.

Step	Action
1.	Click the Meetings button. 
2.	The Meeting List appears. Click on the meeting that was recorded.
3.	The Meeting Information screen appears. Click the Recordings link. 



Step	Action
4.	The Recordings screen appears. It lists all recordings that have been made of the meeting. Click the Make Public button to make the recording accessible to all users who have the URL to the meeting. 
5.	Click the link to the meeting to see its URL.

Information Technology Services Reference Guide

View and Share a Recorded Meeting

Step	Action
6.	The Recording Information appears. The URL for Viewing field displays the unique URL for viewing the meeting. This URL can be distributed to meeting participants or other individuals by copying the link and pasting it into an email.
7.	This completes the process of viewing a recorded meeting. End of Procedure.