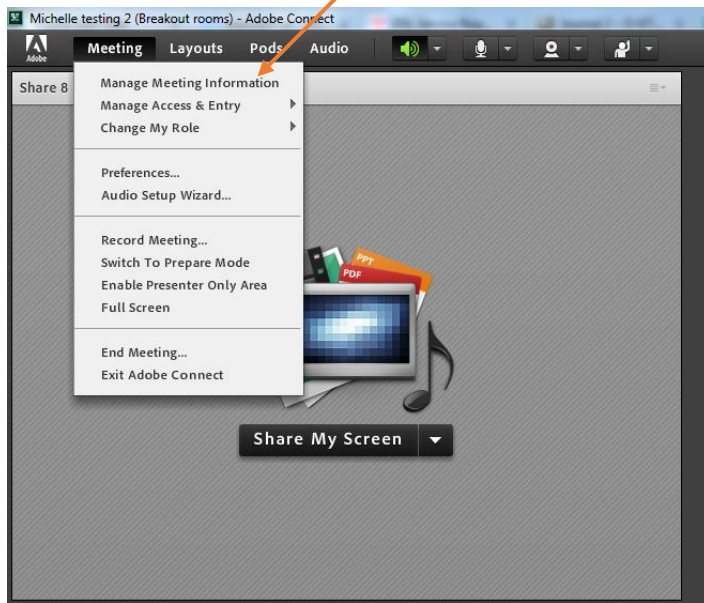


Accessing Adobe Connect recordings

In your Adobe Connect room, click on 'Meeting' – Manage Meeting Information



This will take you to the backend of your meeting room.

Home | Content | **Meetings** | Seminars | Event Management | Reports | Administration | My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

Shared Meetings > Staff Training > Michelle testing 2

Meeting Information | **Edit Information** | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Meeting Information

Name: **Michelle testing 2**

Summary:

Start Time: **02/16/2017 8:30 AM**

Duration: **01:00**

URL: **<https://connect.csu.edu.au/michelle/>**

Number of users in room: **1**

Language: **English**

Access: **Anyone who has the URL for the meeting can enter the room**

Allow participants to opt out from Engagement Tracking: **No**

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Click on 'Recordings'. Your recording will be 'Private' and you need to change this to 'Public'. Tick the box (left hand side) of the recording name and select 'Access Type'

Home | Content | **Meetings** | Seminars | Event Management | Reports | Administration | My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

Shared Meetings > Staff Training > Michelle testing 2

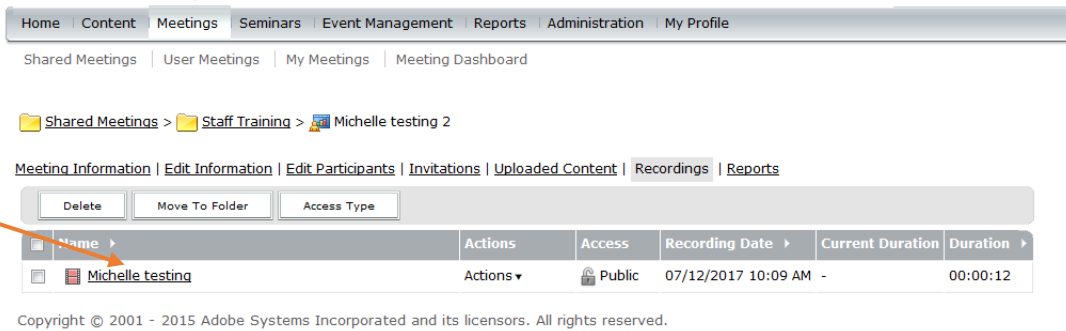
Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | **Recordings** | Reports

| <input type="checkbox"/> | Name | Actions | Access | Recording Date | Current Duration | Duration |
|--------------------------|------------------|---------|---------|-----------------------|------------------|----------|
| <input type="checkbox"/> | Michelle testing | Actions | Private | 07/12/2017 10:09 AM - | | 00:00:12 |

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Select 'Public' and save.

To get the recordings URL to give to students. Click on the name of the recording (e.g. Michelle testing)



Home | Content | Meetings | Seminars | Event Management | Reports | Administration | My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

Shared Meetings > Staff Training > Michelle testing 2

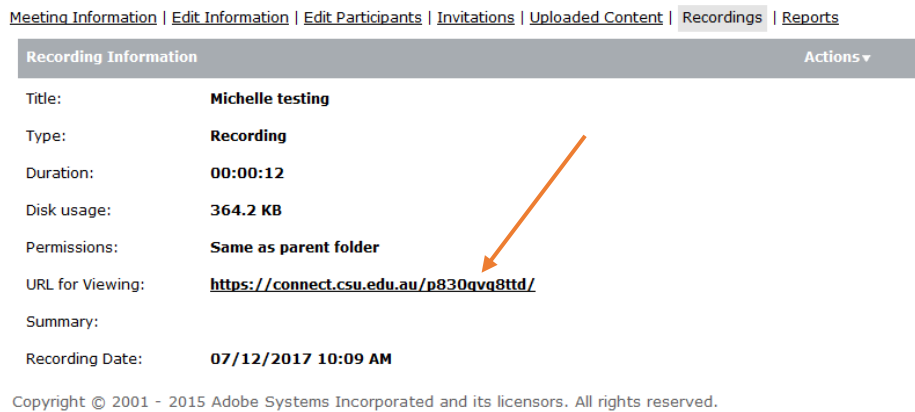
Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Delete | Move To Folder | Access Type

| Name | Actions | Access | Recording Date | Current Duration | Duration |
|------------------|---------|--------|---------------------|------------------|----------|
| Michelle testing | Actions | Public | 07/12/2017 10:09 AM | - | 00:00:12 |

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The screen below will appear. Copy the 'URL for Viewing'



Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Recording Information | Actions

Title: **Michelle testing**

Type: **Recording**

Duration: **00:00:12**

Disk usage: **364.2 KB**

Permissions: **Same as parent folder**

URL for Viewing: **<https://connect.csu.edu.au/p830qvq8tt/>**

Summary:

Recording Date: **07/12/2017 10:09 AM**

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Go back to your Interact site and if you have the new Online Meeting (Adobe Connect) template set up (if you don't but would like it set up submit a SRS request <http://bit.ly/srs-dsl>) click on Online Meeting (Adobe Connect). There is a folder there for online meeting recordings.

[Subject Community](#)

[Contacts](#)

[Announcements](#)

[Discussions](#)

[Online Meeting \(Adobe Connect\)](#)

Or select 'Build Content' – Web Link and fill in the details

WEB LINK INFORMATION

- Name
- URL
For example, <http://www.myuniversity.ac.uk>

DESCRIPTION

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



This is the recordings from last night's meeting.]