

## Record a Meeting


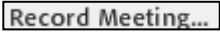
### Concept

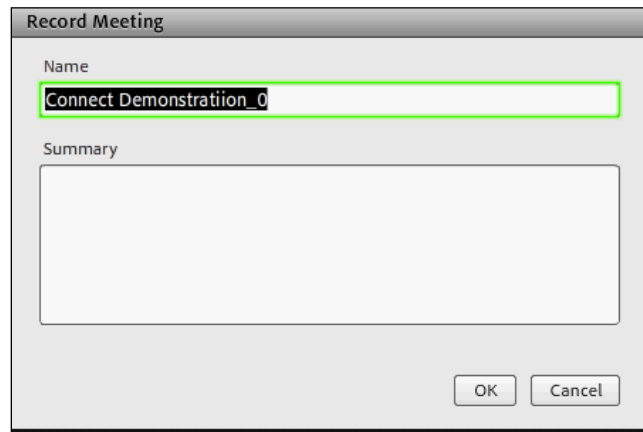
Meetings can be recorded for viewing later. This option is ideal for classes that permit students to watch recorded lectures and lessons for credit. This topic will explain how to record a meeting.

### Procedure

Use these directions to record a meeting in Adobe Connect.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host.

Step	Action
1.	In the meeting room, click the <b>Meeting</b> menu. 
2.	Click the <b>Record Meeting</b> list item. 




The image shows a dialog box titled "Record Meeting". It has two main sections: "Name" and "Summary". The "Name" field contains the text "Connect Demonstration\_0" and is highlighted with a green border. The "Summary" field is an empty text area. At the bottom right, there are two buttons: "OK" and "Cancel".


Step	Action
3.	The Record Meeting box appears. The meeting's name defaults to the title given to the meeting room. Change the meeting name if desired to match information such as the class section or meeting date in the <b>Name</b> field.

## Information Technology Services Reference Guide

### Record a Meeting

Step	Action
4.	<p>Click the <b>OK</b> button.</p> <p>The meeting will begin to record immediately.</p> 



Step	Action
5.	<p>A message appears at the top of the meeting room to show that the meeting is being recorded.</p>
6.	<p>When you are done recording the meeting, click the <b>Recording</b> graphic at the top right of the meeting room, then click <b>Stop Recording</b>.</p> 
7.	<p>This completes the process of recording a meeting. <b>End of Procedure.</b></p>