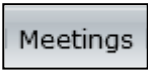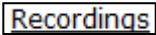# Download a Recorded Meeting

Concept

Once a Connect meeting is recorded, it can be downloaded as a Flash file that can be uploaded to a server, Blackboard Learn, a website or other location.
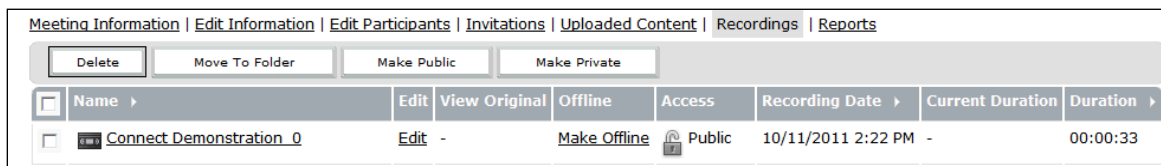
This topic will demonstrate how to download a Connect meeting as a Flash file.
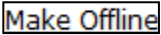
Procedure

Use these directions to download a copy of a recorded meeting.

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

Step	Action
1.	Your Connect homepage appears. Click the **Meetings** link. Meetings
2.	The Meetings List appears. Click on the appropriate meeting.
3.	The Meeting Information screen appears. Click the **Recordings** link. Recordings

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

	Delete	Move To Folder	Make Public	Make Private				
☐	Name ▸		Edit	View Original	Offline	Access	Recording Date ▸	Current Duration	Duration ▸
☐	Connect Demonstration_0		Edit	-	Make Offline	🔒 Public	10/11/2011 2:22 PM	-	00:00:33

Step	Action
4.	The Recordings screen appears. All recordings of the selected meeting will appear in the list. Locate the recording you wish to download and click the **Make Offline** link. Make Offline
5.	You will be prompted to select a name and location for the Flash file that will be created.

Step	Action
6.	The Connect recording will play on your desktop. During this time, it is also being recorded and saved to the indicated location. Do not engage in activities that will interfere with the download at this time.
7.	When the recording has finished playing, close the Connect meeting. The file can be found in the location where it was saved.
8.	This completes the process of downloading a recorded meeting. **End of Procedure.**