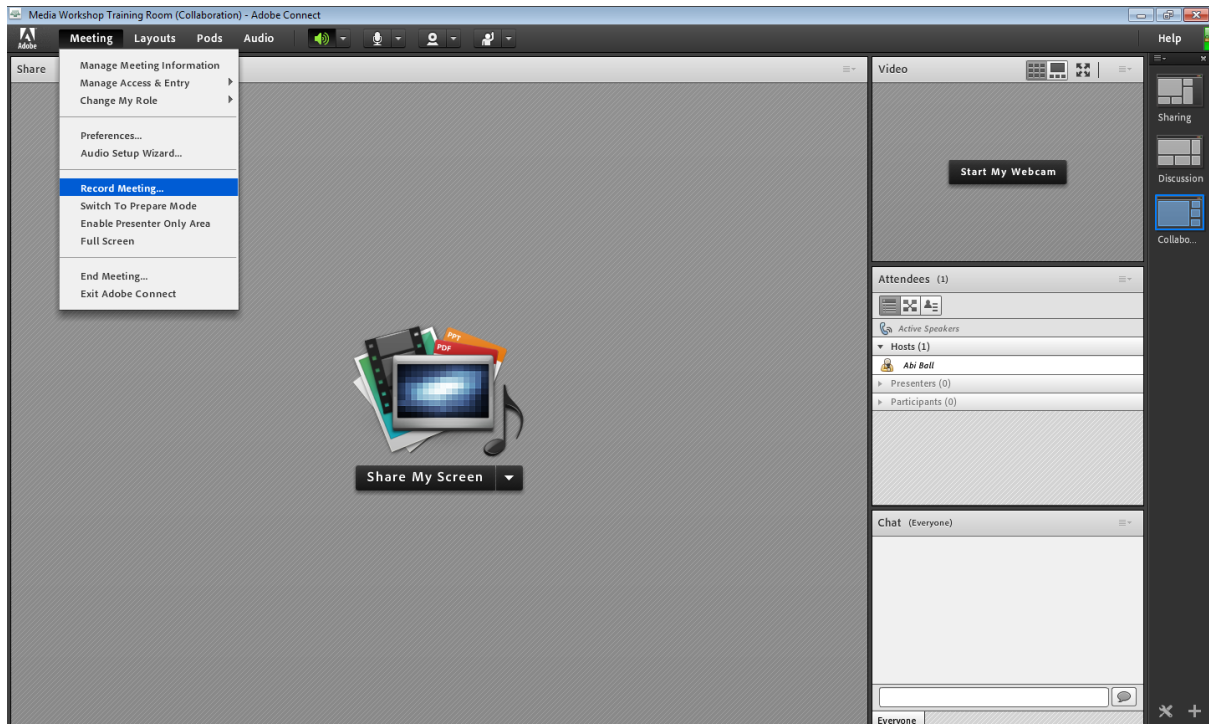


## How to record an Adobe Connect session

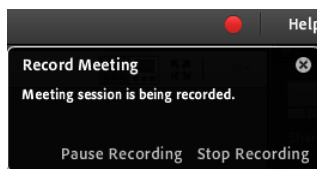
It is good practice to notify all participants if you intend to record the session as everything that takes place in the main room including audio, public chat and video is recorded.

Hosts and presenters are able to record Adobe Connect sessions. Click on **Meeting** on the toolbar at the top of the interface and then choose **Record meeting...** from the dropdown menu.



Give your recording a **Name** (if you don't the default name will be used which is the room title and a number). You can also complete the **Summary** field if you want to and then click on **OK**.

A pop-up message appears in the top right of the screen.



You can **Pause Recording** and **Stop Recording** by clicking on the appropriate link in the pop-up box.

Once the recording has been processed it will automatically appear in your Moodle course.

It is not currently possible to edit your recordings so bear this in mind if you are discussing or presenting particularly sensitive or confidential material.

