

How to view an Adobe Connect recording directly

Please note: Only hosts can make an Adobe Connect recording available to participants. If you are not a host please contact the Adobe Connect administrator (email cs-mediaworkshop@brookes.ac.uk) and ask them to do this for you.

Click on the link to the Adobe Connect room in your Moodle space and click on the link that says **See server meeting details**.

Meeting Name
Media Workshop Training Room
Meeting URL
<https://vlecture.brookes.ac.uk/443/r7m07cz718m/>
[More meeting details](#)
[See server meeting details](#)
Meeting start time
Wednesday, 26 February 2014, 14:10
Meeting end time
Wednesday, 26 February 2014, 16:10
Meeting Summary
<http://www.sas.upenn.edu/computing/AdobeConnect/FAQ>

[Join Meeting](#) [Assign roles](#)

This will open a new tab/window and take you into the Adobe Connect admin interface. Click on the **My Meetings** tab (in the second row of text) and click on the title of the meeting room that you want to access the recording for.

ADOBE® CONNECT™

Home Content Meetings **My Meetings** Meeting Dashboard

Shared Meetings | User Meetings | **My Meetings** | Meeting Dashboard

Meeting Information

Name: -
Summary: -
Start Time: -
Duration: -
URL: <http://vlecture.brookes.ac.uk>
Number of users in room: 0
Language: p0072476
Access: **Only registered users and accepted guests**
Allow participants to opt out from Engagement Tracking: **No**

[Enter Meeting Room](#)

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Home Content Meetings Reports Administration My Profile

Shared Meetings | User Meetings | **My Meetings** | Meeting Dashboard

[Meeting List](#) | [Edit Information](#) | [Set Permissions](#)

[New Meeting](#) [New Folder](#) [Delete](#) [Up One Level](#) [Move](#)

Name	Start Time	Duration
My Templates		
Digital Services Training Room	02/26/2014 2:10 PM	02:00
Epidemiology Classroom 2015	09/17/2015 10:15 AM	02:00
International Exchanges	12/03/2014 9:25 AM	02:00
International Office Meeting Room	05/18/2015 9:50 AM	02:00
Library Resources	05/28/2015 8:55 AM	02:00
Live Advice Session	06/17/2015 1:15 PM	02:00
LMS vendor presentations	05/28/2015 11:55 AM	02:00
Locating information webinar	06/11/2014 11:55 AM	02:00
U50001 Resit Meeting Room	06/19/2014 11:10 AM	02:00
Virtual Helpdesk	03/17/2015 2:05 PM	02:00

Click on the **Recordings** tab

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Home Content Meetings Reports Administration My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > p0072476 > Digital Services Training Room

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

Meeting Information

Name: Digital Services Training Room

Summary:

Start Time: 02/26/2014 2:10 PM

Duration: 02:00

URL: <http://vlecture.brookes.ac.uk/r7m07cz718m/>

Number of users in room: 0

Language: English

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

Allow participants to opt out from Engagement Tracking: No

Enter Meeting Room

Put a tick in the checkbox next to the title of the recording that you want to make available and then click on the **Access Type** button.

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Home Content Meetings Reports Administration My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > p0072476 > Digital Services Training Room

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
<input checked="" type="checkbox"/> TOOC2015wk5assessment	Actions	Public	04/14/2015 1:15 PM	-	00:17:06
<input type="checkbox"/> Media Workshop Training Room_2	Actions	Public	11/25/2014 2:26 PM	-	00:00:06
<input type="checkbox"/> Media Workshop Training Room_3	Actions	Private	06/24/2014 11:50 AM	-	00:00:26
<input type="checkbox"/> RADAR 6.2 webinar	Actions	Public	05/21/2014 10:04 AM	-	00:30:52
<input type="checkbox"/> Media Workshop Training Room_0	Actions	Public	03/06/2014 11:24 AM	-	00:00:41

Choose the **Public** radio button and then click on the **Save** button. Click on the title of the recording again to access the recording URL which you can then share with your participants via an email.

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Home Content Meetings Reports Administration My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > p0072476 > Digital Services Training Room

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

Recording Information

Title: Media Workshop Training Room_3

Type: Recording

Duration: 00:00:26

Disk usage: 315.5 KB

Permissions: Same as parent folder

URL for Viewing: <http://vlecture.brookes.ac.uk/p58ktob1e8a/>

Summary:

Recording Date: 06/24/2014 11:50 AM

Change Access Type [Return To Recordings]

TOOC2015wk5assessment

Public

Private

Set Passcode (Optional)

Save Cancel