**How does a Host get to recordings?**

1. There are two ways Hosts can get to recordings. They are from the:
   
i. Recording within the Interact subject or project site;

<table>
<thead>
<tr>
<th>Room name</th>
<th>URL</th>
<th>Edit</th>
<th>Start date</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA201 201330_Tutorial</td>
<td>URL</td>
<td>Edit</td>
<td>08/03/2013 10:16</td>
<td>07/0</td>
</tr>
<tr>
<td>STA201 201330_Y_Revision</td>
<td>URL</td>
<td>Edit</td>
<td>04/03/2013 12:00</td>
<td>07/0</td>
</tr>
</tbody>
</table>

   Selecting the number under the recordings column will provide the url of the recording.

   • recording url will play the recorded meeting.

   ii. “Manage Meeting Information” in the Meeting menu at the top left hand side of the meeting room;

2. The “Manage Meeting Information” option will take Hosts into the back end of Adobe Connect in a Browser window.
3. Hosts can then select the “Recordings” option

- edit the recording and hide the user names;
- make the recording public if it is to be viewed by other than the meeting participants; and
- obtain the url to e-mail to participants if viewing is needed outside of the Interact site.
For more information:

1. Talk to your Educational Designer (ED) or Media Development Coordinator (MDC) to ask for assistance in accessing and editing your Online Meeting recordings in the Adobe Connect Back Room.

2. visit:
   - Adobe Connect official YouTube channel: https://www.youtube.com/user/AdobeConnectPro
   - Learn Adobe Connect