How do I stop recording a meeting?

When a recording is in progress a red dot will be situated at the top-right of the meeting window next to the Help menu.

Click on the red dot to reveal a pop-up dialogue giving you the option to Pause Recording or Stop Recording.

Click on Stop Recording to end your recording.

If you wish to pause your recording, click on Pause Recording. The red dot will now have white bars to indicate the recording is paused.

Click on the red dot with white bars to reveal a pop-up dialogue giving you the option to Resume Recording or Stop Recording.
Click on Resume Recording to continue your recording.