How can Hosts make recordings public?

Introduction

The default setting for recordings is private. Some students/participants have been unable to access Online Meeting recordings. If Hosts make the recording public then all students/participants will be able to access the recording. To make an Online meeting recording public Hosts first need to get to the location (Adobe Connect Central) where the recording is stored.

Accessing recordings in Adobe Connect Central

1. Currently there are two way Hosts can gain access to Adobe Connect Central to edit recordings:
   i. From their Online Meeting room.
      Hosts enter their Online Meeting room with user name and Adobe Connect password or select “Forgot your password?” link as shown in the following screen grab with highlighted “Forgot your password?” link as the 3rd dropdown under user name and Adobe Connect password.

   Figure 1: Screen grab of logging in to Online Meeting room with highlighted “Forgot your password?” link as the 3rd dropdown under user name and Adobe Connect password.

   Hosts then choose “Manage Meeting Information” which is the first item in the dropdown “Meeting” menu accessed at the top left hand side of the room as shown in the following screen grab..
The “Manage Meeting Information” option will take Hosts into Adobe Connect Central in a Browser window.


Once in Adobe Connect Central, Hosts select the relevant meeting room information from the “Meetings”, “My Meetings”, “Meeting List” tab, as shown in the following screen grab.

2. When the relevant meeting is selected, Hosts can select the “Recordings” link from the Meeting Information breadcrumb as shown in the following screen grab.
Changing recordings from Private to Public

1. All recordings will by default be Private as shown in the following screen grab.

![Figure 5: Adobe Connect Central screen grab with “Access” shown as Private (the Default for Recordings).](image)

2. Hosts can change this Access to Public by:
   i. selecting the box to the left of the recording to be changed to Public;
   ii. choosing “Access Type”.

![Figure 6: Adobe Connect Central screen grab with “Access Type” as 3rd tab in 5th menu selection highlighted that Hosts use to change Access from Private (the Default for Recordings).](image)

For each recording “Private” is the Default for Recordings as shown in the following screen grab.

![Figure 7: Adobe Connect Central screen grab with Private (the Default for Recordings) selected.](image)
iii. choose the “Public” option button and remember to “Save” as shown in the following screen grab.

![Adobe Connect Central screen grab with Public selected for the one Recording.](image)

**Hosts can obtain the recording URL for Viewing**

Hosts can obtain the recording “URL for Viewing” (to provide to participants in a variety of ways) by:

1. selecting the recording;
2. copying the ‘URL for Viewing’;
3. pasting the ‘URL for Viewing’ into interact2 or as an announcement or email and distribute

![Adobe Connect Central with “URL for Viewing” Recording highlighted Access.](image)

**Online Self Help**

- CSU Online Meeting help (Adobe Connect)
- See also
  - “How do Hosts get to recordings?”
  - “How can Hosts edit recordings?”
  - “How do Hosts download recordings as mp4?”
- Adobe Connect Help and Support
- Adobe ConnectPro
- Interact 2 Online Meeting Tool Summary