

How to Save Adobe Connect Recordings to Your Computer

1. If you are a Meeting Host and you are saving a recording from one of your meetings, from the home screen click on Meetings at the top and you should see a list of your meetings
2. Click on the Meeting name, then click on Recordings in the navigation bar on top
3. Click the check box by the recording you want to save, then click on the Actions drop-down box
4. Click on Make Offline, and the recording will open on your browser. You will see a dialogue box with some instructions (e.g. disable your screen saver.) Click on the Next button.
5. Select MP4 or FLV as the format of your recordings, the video quality preset you want, and any advanced options such as resolution or bandwidth.
6. Click on Proceed with Offline Recording to begin. You will see one more prompt to ask you where you want to save the recording on your computer. The recording will then run in real time on your browser as it is saved to your computer.
7. If you want to save a recording from a Seminar which you hosted, begin by clicking on Seminars at the top of the home screen.
8. Click on the Shared Seminars button, and select the Seminar Room you used.
9. Find the Seminar name, click on it, and then click on Recordings at the top. From this point the instructions are the same as for Meetings.