

## Recording Meetings/Presentations with Adobe Connect Pro

- Mute the sound on your computer and/or turn off your computer speakers. Sound will be recorded from the phone through the Citrix HiDef Corporate phone system (more details later).
- Instruct ALL attendees of the meeting to mute their computers and/or turn off their computer speakers.
- Log into your Adobe Connect Pro meeting room
  - All Union meeting rooms use the following Web address format:  
<http://tui.acrobat.com/roomname>
  - For example, Joe Faculty's room is at the address <http://tui.acrobat.com/facultyj>
  - Faculty Logins are your Union e-mail address (i.e. [joe.faculty@myunion.edu](mailto:joe.faculty@myunion.edu))
  - Faculty accounts and rooms may be requested through the Forms link, or the Adobe Connect link on the IT Web site at <http://www.myunion.edu/it>
- ❖ If you want to use video as part of your meeting, in the Camera and Voice pod, click the "Start my camera and voice" button. You will be prompted to "Allow" access (a small Adobe Flash Player Settings window will pop up). Click the Allow button.
- In the lower left corner of the screen, an icon of a microphone with the word "Talk." The right part of that icon appears to be a lock and then there is a small back triangle pointing down. Click the icon of the triangle and choose "Voice Off." ***If you skip this step, you will probably hear a bad echo in your recording.***
- Call into your Audio Conference Room using your phone. Enter your meeting room number and then it will prompt you to enter the moderator code. You will hear music until another person joins the call, OR until you link in the audio through the Adobe room.
- At the bottom of the Attendees pod in your Adobe room, you will see a small icon of an orange phone. Click that Phone icon and choose Join Audio Conference. Give it about a minute. In the upper right corner of the screen, you'll see the orange phone icon and the status. You'll see a notification pop up there when you are connected.
- Upload your PowerPoint presentation (assuming you are using one) in the Sharing pod.
- Wait for your attendees to arrive both online and on the phone.
- Click the Meeting menu, then Record Meeting...
- Enter the Name and Summary information for the meeting. Once you click OK, the session will begin recording. You will see a little red recording dot in the upper right corner of the screen.
- When finished, click the Meeting menu, then click Record Meeting... again.
- Click the orange phone icon again and choose Leave Audio Conference.
- To obtain the link to your meeting, click the Meeting menu, then Manage Meeting Information. You "may" be prompted to log in.
- Click the Recordings link (right side, almost near the top).
- Click the check box next to the new recording. Click the Make Public button.
- Click the name of the meeting to obtain the "URL for Viewing:"
- You may distribute this address to anyone to view the recording, or you may paste the address into your eCollege course.