

Recording Video Lectures/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 your computer's microphone (more details later).
- 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)
 - 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>
- 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.
- Click the Voice Options button (between the two "lock" buttons in the lower left corner near the Talk button). Choose Voice On – One Speaker and High Volume.
- Click the Hands-Free Talk button (lower left corner) to turn on your microphone.
- Call into your Audio Conference Room using your phone.
- After you enter your conference room number and moderator pin, your room will activate once the first participant arrives.
- Enable the Speakerphone on your phone (so the audio can be heard by your computer's microphone).
- Upload your PowerPoint presentation (assuming you are using one) in the Sharing pod.
- 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.
- 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.

Updated 11/3/2009 by Greg Thompson