Adobe Connect:
How to View and Share Recordings

1. Log into Adobe Connect
(http://etsuac1.etsu.edu/). Once you have logged in, click on the “Meetings” button from the top navigation bar. This will take you to a list of your meetings.

Figure 1
2. From the meetings list, find the meeting in which you created the recording and click on the corresponding link. This will take you to a page to manage that meeting’s settings and content.

![Figure 2](image)

3. **Click on the “Recordings” link** (just above the meeting information section of the page).

![Figure 3](image)

4. **By default, all meeting recordings are private.** This means that only the host can view them. If you want to make a recording public, find it from your recordings list and check the box in the left-most column, then click on the “Make Public” button at the top of the list.

![Figure 4](image)
5. **Click on the meeting link once it has been made public.**
   This will take you to a recording details page.

   ![Figure 5](image)

6. **From the recording details page,**
   you should see a “URL for Viewing” item. This is the link that you will need to send to individuals if they wish to view the recording. It will open up an Adobe Connect window and they will be able to view everything that a meeting participant would have seen within the original Adobe Connect session.

   ![Figure 6](image)