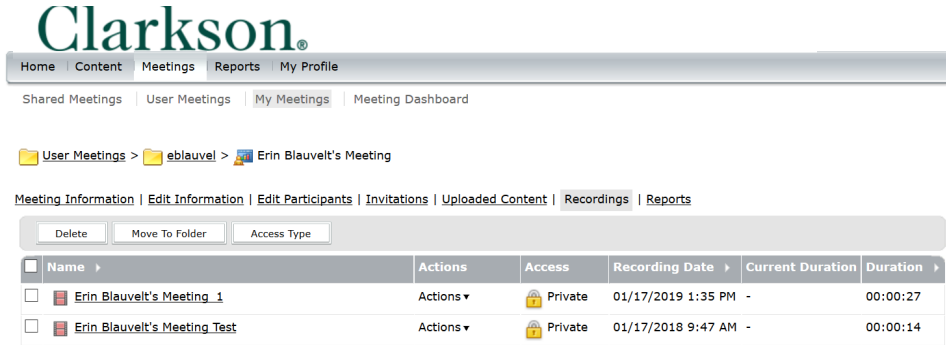


Locate an Adobe Connect Recording

To access an Adobe Connect recording:

1. Navigate to <https://clarkson.adobeconnect.com> and sign in.
2. Click **Meetings** from the top.
3. Click the room that you used to record in.
4. Click Recordings and you should see the dates/times of any of the recordings that you have made in that room.



The screenshot shows the Adobe Connect interface for a meeting. At the top, the Clarkson logo is displayed. Below it, a navigation bar includes links for Home, Content, Meetings, Reports, and My Profile. Underneath, there are sub-links for Shared Meetings, User Meetings, My Meetings, and Meeting Dashboard. The breadcrumb trail indicates the path: User Meetings > eblauvel > Erin Blauvelt's Meeting. A secondary navigation bar includes Meeting Information, Edit Information, Edit Participants, Invitations, Uploaded Content, Recordings, and Reports. Below this, there are buttons for Delete, Move To Folder, and Access Type. The main content area features a table with the following columns: Name, Actions, Access, Recording Date, Current Duration, and Duration. Two recordings are listed:

| <input type="checkbox"/> | Name | Actions | Access | Recording Date | Current Duration | Duration |
|--------------------------|------------------------------|-----------|---------|--------------------|------------------|----------|
| <input type="checkbox"/> | Erin Blauvelt's Meeting 1 | Actions ▼ | Private | 01/17/2019 1:35 PM | - | 00:00:27 |
| <input type="checkbox"/> | Erin Blauvelt's Meeting Test | Actions ▼ | Private | 01/17/2018 9:47 AM | - | 00:00:14 |

5. **BEFORE** you share a recording, you **MUST CHANGE** Access from Private to Public. To do so, check the box on the right next to the desired recording. Click Access Type button, select Public radio button and Save. The word Public will appear next to the recording in the Access column.
6. Click on the name of the recording that you made with the correct date/time and you will see the URL.