How to Record a Meeting
Adobe Acrobat Connect Pro

**Step 1:** From the meeting room, Click **Meeting** in the toolbar at the top.

Click Record Meeting...

*(illustrated in red in the image to the right)*

**Step 2:** A Record Meeting dialog box will appear.

By default, the recording will be named. Change the name and add a summary to help you distinguish between recordings if you wish.

Click OK to begin recording your meeting.

*(circled in red in the image to the right)*

**Step 3:** In the upper, right-hand corner of the top toolbar, a red dot will now be displayed, indicating that your meeting is being recorded.

*(circled in red in the image to the right)*

Also, under **Meeting** in the toolbar at the top, a check mark will be displayed to the left, indicating that your meeting is being recorded.

*(circled in red in the image to the right)*
**Step 4:** To stop or end the recording, hold your cursor over the Red Record dot and Click Stop Recording, written in blue in the pop-up box displayed.

OR, Click Meeting in the toolbar at the top. Click Record Meeting… again to stop the recording and remove the check mark indicating a live recording.

*(circled in red in the images to the right)*