

Record a Meeting

Objective

To demonstrate how to record a meeting.

Instructions

1. Go into your desired meeting.
2. Click on the “Meeting” tab at the top left of the screen.
3. Click “Record a meeting” on the drop down list.
4. Give the Recording a Name and a Summary.
5. Click “OK.”
6. A permissions pop up may appear. Click “Allow.”
7. Your meeting is now being recorded.
8. To stop the recording hover over the little red Dot on the upper right side of the screen, and click “Stop recording.”
9. Or go back to Meeting tab and select “Record a Meeting” again.