



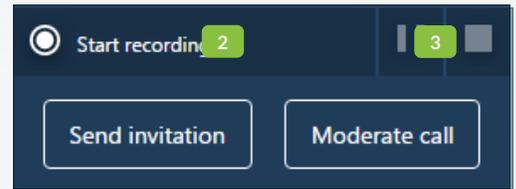
RECORD YOUR VIDEO CONFERENCE

Record and webcast any meeting you host over Vidyo technology. Recordings can be used for OnDemand viewing, large broadcasts, training and much more!

CREATE A RECORDING OR WEBCAST

Recording

1. Initiate recordings from the  **Participant Window** in the top left of the screen.
2. Click **Start recording** in the bottom left of the screen.
3. When the session is complete click the stop button.
4. A link to the video will generate. Copy the link to share the video.



Webcasting

Not available for all organizations. Ask your IT department about availability.

1. Open the  **Control Meeting Panel** from the participant window.
2. Generate a link to the webcast by clicking the  **Envelope** button.
3. Click the red  **Record** button.
4. Select **Record & Webcast**. Choose your **Recording Profile**.
5. Hit **Record**. Your recording will start and you will see the **Recorder** join the meeting.
6. When your webcast is complete select the  **Stop** button from the **Control Meeting Panel**. The webcast session will become inactive and you can access the recording.



ACCESS YOUR RECORDINGS

Once a recording is complete you can access it at any time through the VidyoReplay library.

1. Open the **Control Meeting Panel** from the participant window inside a Vidyo meeting.
2. Click  to access  the VidyoReplay library. You may have to disable popup blockers.
3. You will land in your organization's library. Click **My Videos** in the top right of the page.
4. On the **My Videos** screen find your videos. They display by date.
5. Choose to **Edit, Download, Lock, Email** or **Delete** recordings.
6. After clicking **Edit** you can adjust the **Title, Description, Tags, Thumbnails**, and **Privacy Settings**.
7. Access links to send/embed video.

