



Creating a Recording

Before presenting, you need to consider whether you intend to record the session for later review, or for those students who may not be able to attend at the time of delivery.

1. To enable recording click Meeting » Record Meeting.

2. A dialogue box will appear asking for you to name the recording. Complete the name and optional Summary and click OK.

3. A recording dialogue will appear in the top right of the screen. This will disappear after a short period of time. You can access it again by clicking the red dot in the top right. You may pause and resume recording at any time.

4. Click Stop Recording when your presentation is complete.

