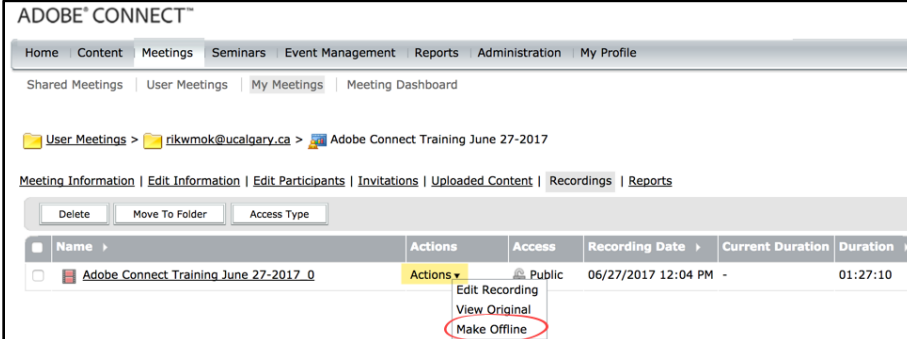




## Adobe Connect Meeting – Convert and Download Recordings

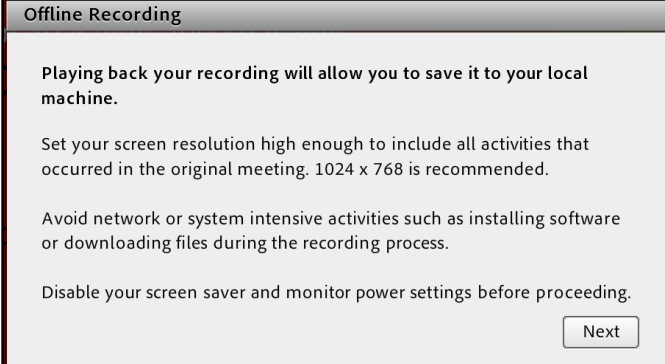
After hosting an Adobe Connect Meeting, you may convert and download the recording as an MP4 or FLV file by following the steps below:

1. Log in to <http://connectmeeting.ucalgary.ca> and locate the recording that you wish to convert for offline viewing. (If your sessions were created in D2L, you will find the meeting links and associated recordings here also. [More details.](#))
2. By the recording, click on **Actions** then select **Make Offline**.



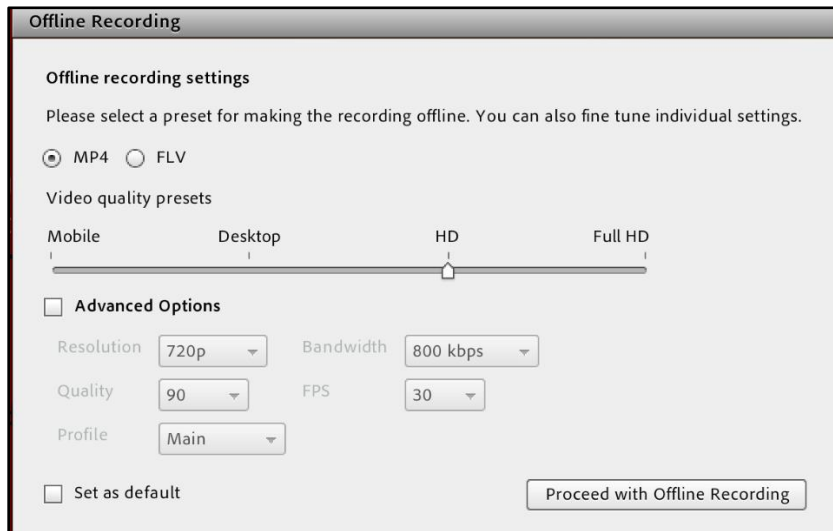
The screenshot shows the Adobe Connect web interface. At the top, there are navigation tabs: Home, Content, Meetings, Seminars, Event Management, Reports, Administration, and My Profile. Below this, there are sub-tabs: Shared Meetings, User Meetings, My Meetings, and Meeting Dashboard. The main content area shows a breadcrumb trail: User Meetings > rikwmok@ucalgary.ca > Adobe Connect Training June 27-2017. Below the breadcrumb, there are tabs for Meeting Information, Edit Information, Edit Participants, Invitations, Uploaded Content, Recordings, and Reports. A toolbar contains buttons for Delete, Move To Folder, and Access Type. A table lists recordings with columns for Name, Actions, Access, Recording Date, Current Duration, and Duration. The first row shows a recording named 'Adobe Connect Training June 27-2017\_0' with a recording date of '06/27/2017 12:04 PM' and a duration of '01:27:10'. The 'Actions' dropdown menu is open, showing options: Edit Recording, View Original, and Make Offline. The 'Make Offline' option is circled in red.

3. The recording will open in the Adobe Connect Meeting add-in, along with a pop-up dialog. (Be patient as it will take some time for the window to load.) Click **Next**. If the add-in is missing, you may download the latest version from <https://helpx.adobe.com/adobe-connect/connect-downloads-updates.html>

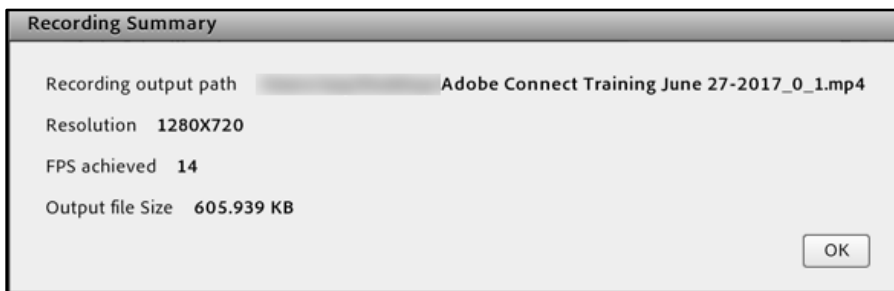


The screenshot shows a dialog box titled 'Offline Recording'. The text inside reads: 'Playing back your recording will allow you to save it to your local machine.' Below this, it says: 'Set your screen resolution high enough to include all activities that occurred in the original meeting. 1024 x 768 is recommended.' Further down, it says: 'Avoid network or system intensive activities such as installing software or downloading files during the recording process.' At the bottom, it says: 'Disable your screen saver and monitor power settings before proceeding.' A 'Next' button is located at the bottom right of the dialog box.

4. Choose your output option. **MP4** is the recommended format. (Other options can be modified, if desired.) Click **Proceed with Offline Recording**.



5. Browse and save the file in a local folder. The recording will play in the add-in and get converted to a video on your computer. A dialog box pops up when the conversion has finished and provides the details of the actual recording. (Creating an offline recording takes approximately the same amount of time as the duration of the original meeting recording.)



6. Review the offline recording to confirm that it has been converted properly. Remove the meeting and/or recording link from the server if desired.