


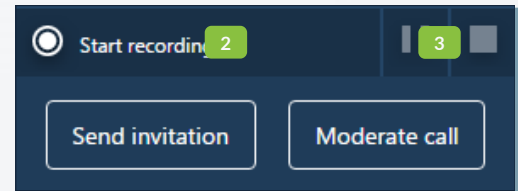
## RECORD YOUR VIDEO CONFERENCE

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

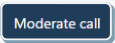



### Recording

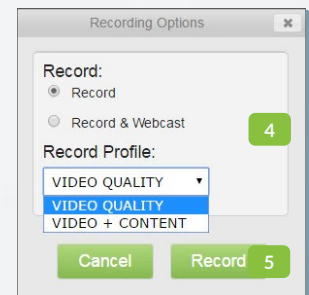
1. Initiate recordings from the  **Participant Window** in the top left of the screen.
2. Click **Start recording** in the bottom left of the screen.
3. When the session is complete click the stop button.
4. A link to the video will generate. Copy the link to share the video.



### Webcasting

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

1. Click  from the participant window to launch the control panel.
2. Click **Open in browser** and generate a link to the webcast by clicking the  **Envelope** button.
3. Click the red  **Record** button.
4. Select **Record & Webcast**. Choose your **Record Profile**.
5. Click **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 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. Click  from the participant window and select Open in browser.
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**.

