

Microsoft Office Live Meeting Client

Recording a Meeting



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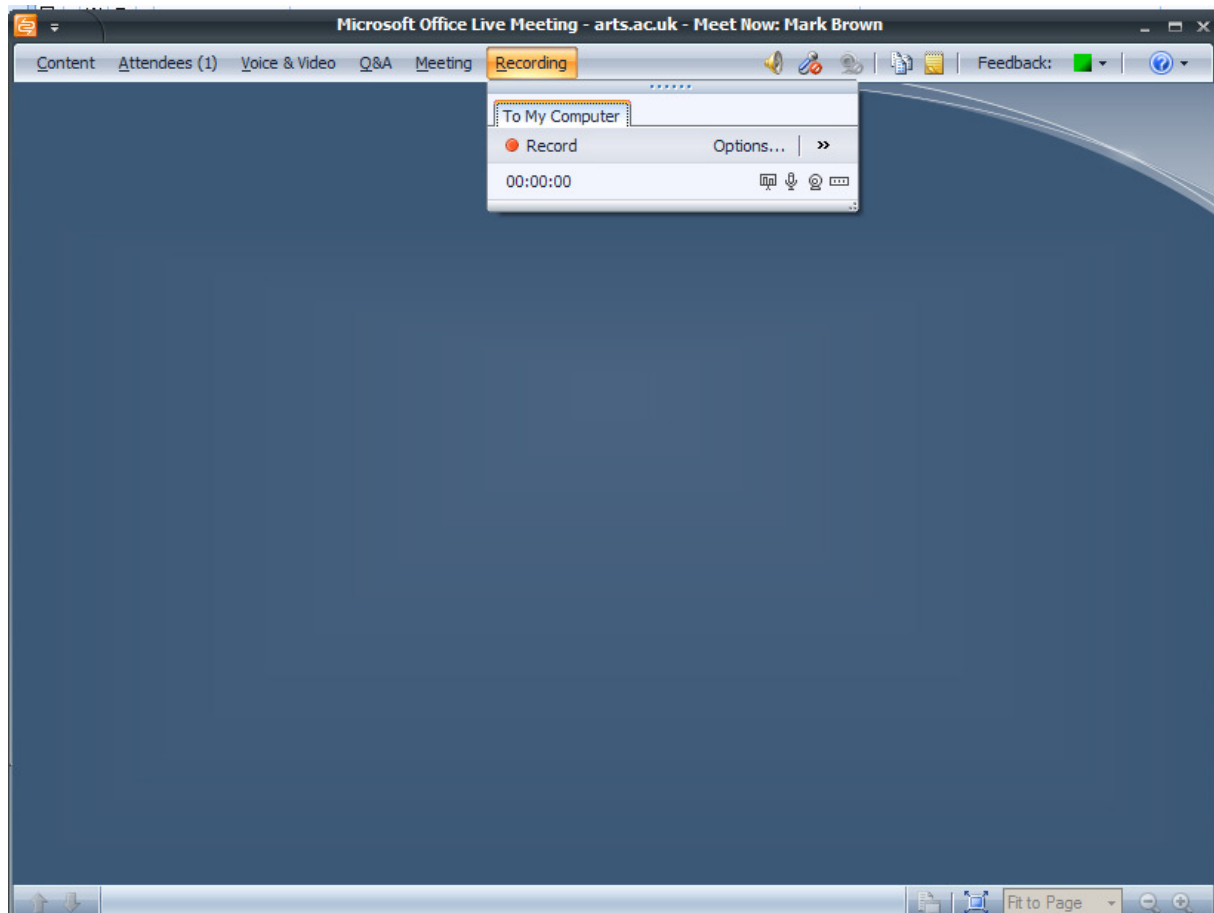
Introduction

Live Meeting lets users quickly and easily record and save a copy of their meeting with just a click of the mouse and does not require any special equipment. **Live Meeting Recording** captures everything in the meeting including the live demonstrations, annotations, notes, visuals and even live web slides.

Meeting organizers and presenters can enable recording for their meetings and allow you to save the recording to your computer.

Recording a Meeting

If the presenter has given you permission to record the meeting, you can record the data, audio, and video portions of a meeting for later viewing.



To set your recording options

1. Click **Recording**, and then click **Options**.
2. In the **Personal Recording Options** dialog box, select all of the meeting options you want to record (including **Data**, **Voice**, **Video**, and **Panoramic Video**).

3. If you want to change the location where the recorded meeting is saved, next to the **Save To** text box, click **Change**, and then navigate to the folder where you want to save your recording.

To record a meeting

1. In the **Recording** pane, click **Record**.
2. To check the status of your recording, click **Start**, click **All Programs**, click **Microsoft Office Live Meeting 2007**, and then click **Microsoft Office Live Meeting Recording Manager**.

To stop, pause, or save recording

1. In the Recording pane, click **Pause** or **Stop**.
2. If you clicked **Stop**, to save the recording, in the **Stop Recording** dialog box, click **Save Recording**.

To play back a recording

1. Click **Start** → **All Programs** → **Microsoft Office Live Meeting 2007** → **Microsoft Office Live Meeting Recording Manager**.
2. If the recording has finished processing, it will be listed under **Recent Recordings**. To play back the recording, double-click the name of the recording.

To allow another person to view a recording that is saved on your computer

1. Copy the recording files from your computer onto a network share.
2. E-mail the link to the shared location to allow users to view the recording.