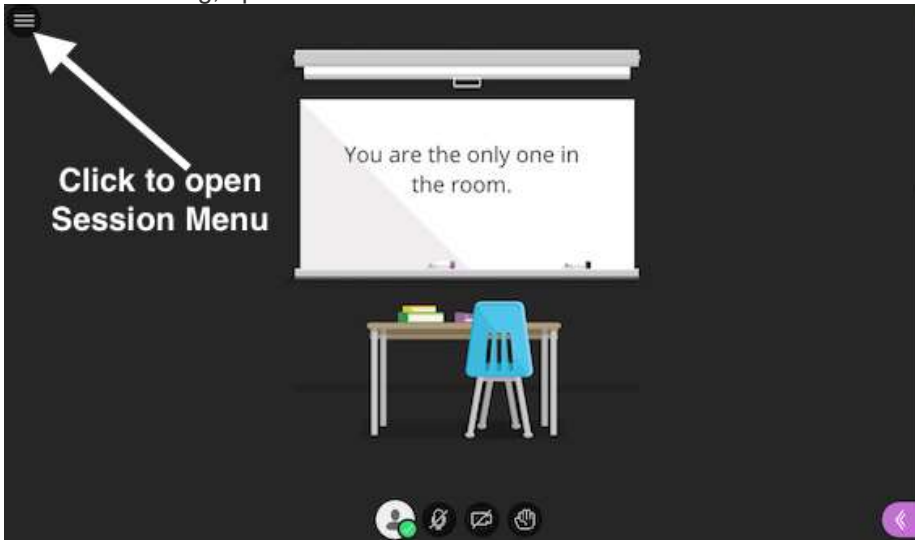


Recording & Viewing Collaborate Sessions

To start recording, open the **Session Menu**.



From the Session Menu, select **Start Recording**. The recording camera appears on with a red dot while recording is in progress.



To finish recording, open the **Session Menu** and select **Stop Recording**.



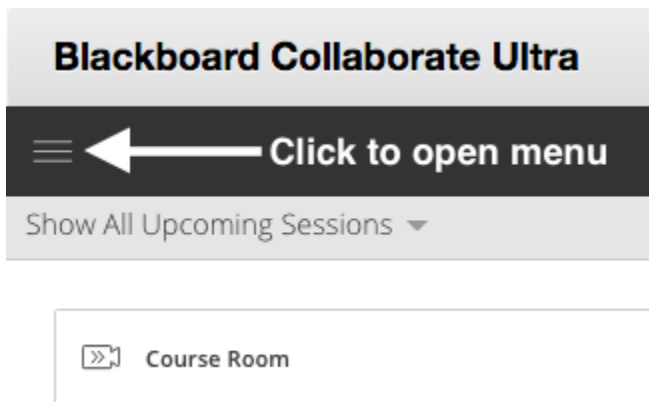
You can start, stop, pause, and resume recording at any time during a session. You also can erase a recording and start over.

View and Download Recordings

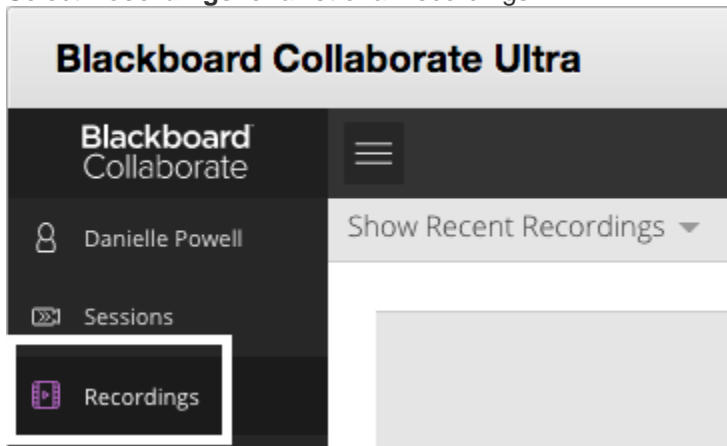
Recorded sessions are saved as MP4s and include audio, any content shared or active speaker video, and the captions entered during the live session.

Please note the following:

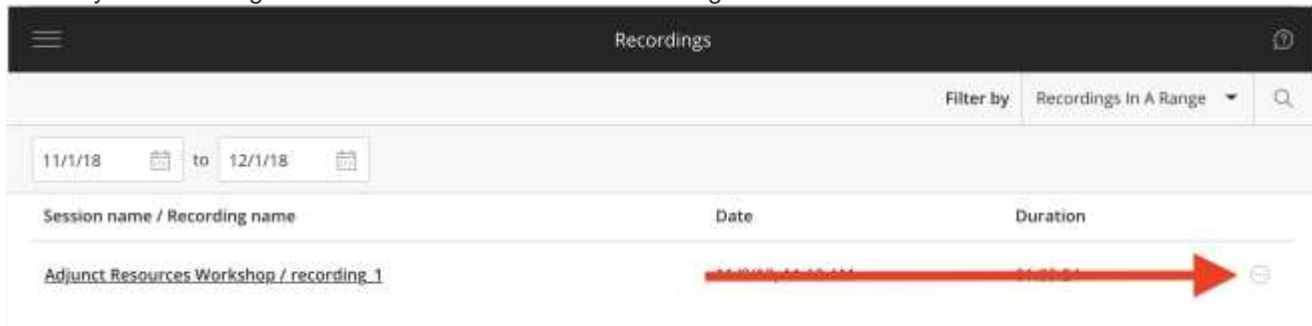
- If your session had more than one caption track, only the first available one is captured.
 - Only moderators can record sessions.
 - Everyone can view the recordings from any device as often as they want. There are no view limits.
 - Recordings need to be converted into a playable format before viewing. The first time a recording is accessed the conversion begins. It may take a few minutes but once it has been done the recording can be viewed by everybody.
- Note: If you want users to download the recordings, you MUST allow session recording downloads for each session.**



Select **Recordings** for a list of all recordings.



Locate your recording and click on the menu button to the right.



This will open a menu.

- ▶ Watch now
- ⬇ Download
- ✎ Edit name
- 🗑 Delete
- 🔗 Copy link
- 📄 Add caption source

- Select **Watch Now** to watch your recording
- Select **Download** to download your recording
- Select **Copy Link** to copy the link to send via email