

Deleting an Adobe Connect Meeting

Intermediate

Downloading or Saving a Meeting Recording 1

Moving Content from an Adobe Connect Meeting 2

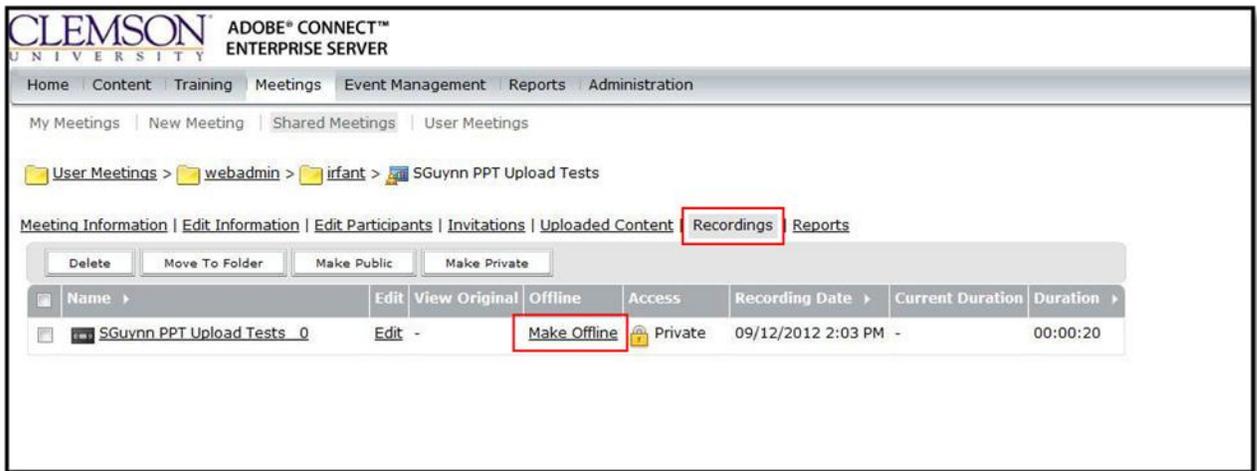
Deleting a Meeting 4

NOTE: Once a Meeting has been deleted all Recordings and Content (such as any Power Point files) for that Meeting are also permanently deleted!

Downloading or Saving a Meeting Recording

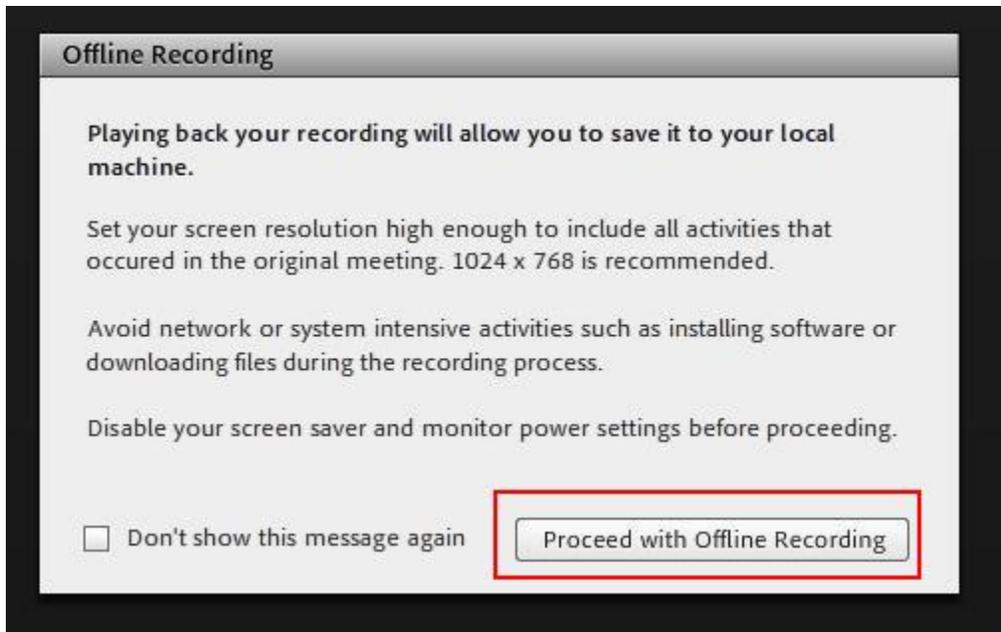
If you made a Recording of your Meeting then you can save it to your own computer by following these instructions:

1. Open your web browser and navigate to the Adobe Connect Enterprise Server (<https://connect.clemson.edu>).
2. Click the **Meetings** link in the gray menu bar.
3. Click the Name of the meeting for which to download a recording.
4. Click the **Recordings** link.



NOTE: Recordings are downloaded in real time. If the recording is an hour in duration, it will take an hour to download.

5. A pop-up message will be displayed. When prompted, click **Proceed with Offline Recording**.



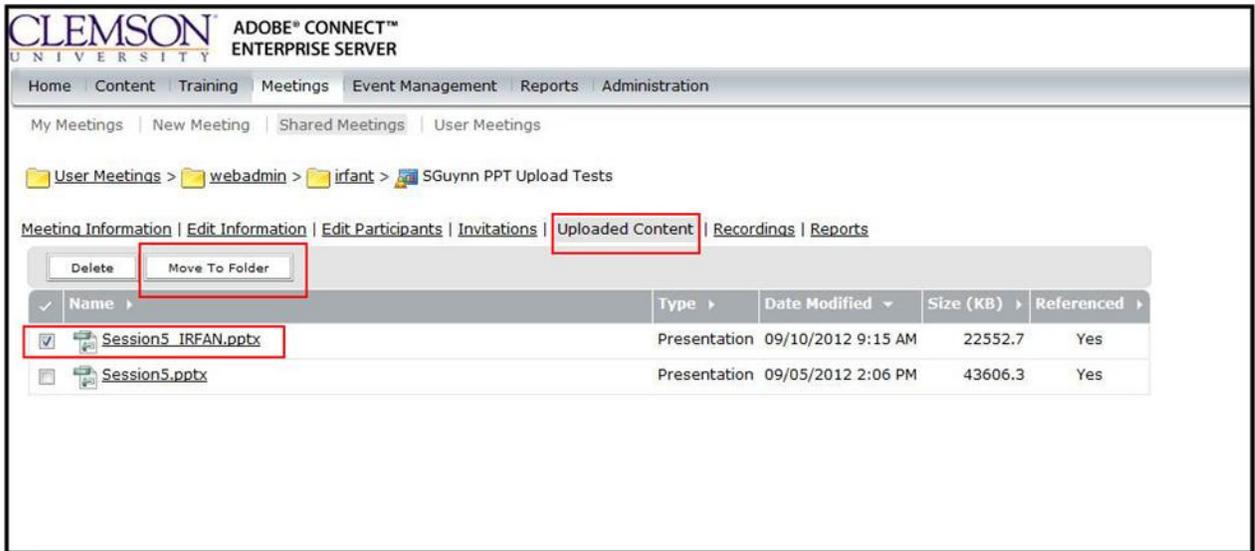
6. Select the location of where the file should be stored.
7. Enter a name for the file.
8. Click **Save**.

Moving Content from an Adobe Connect Meeting

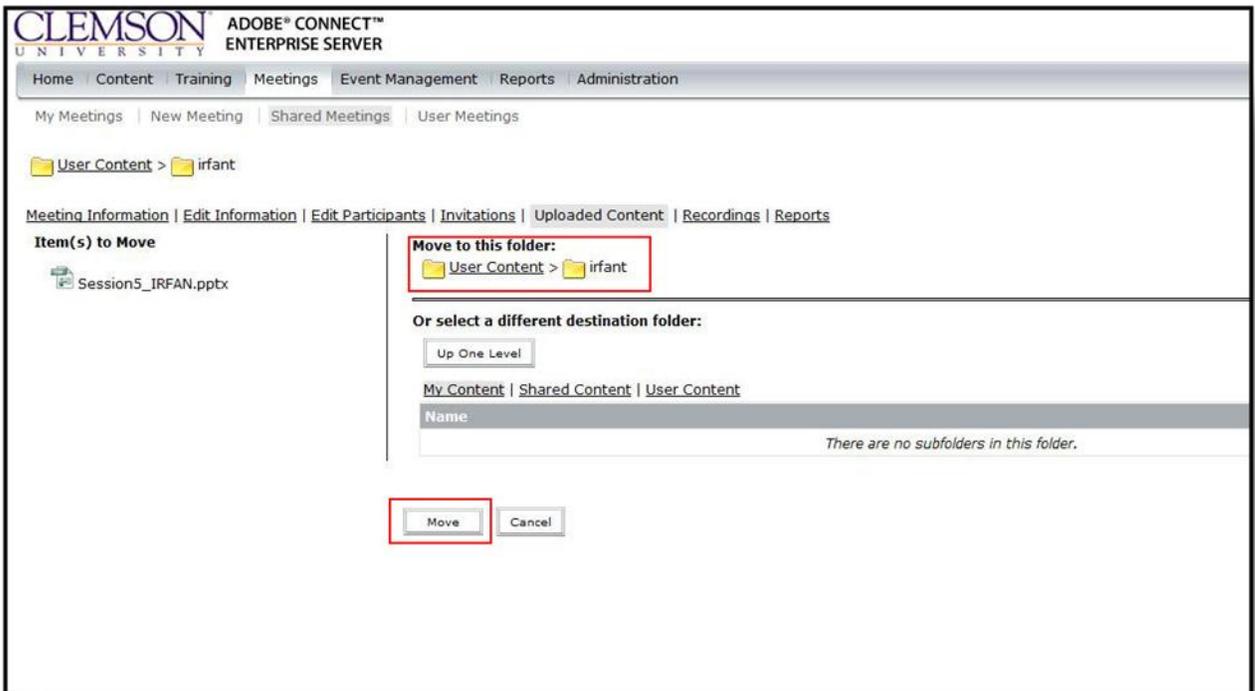
If you uploaded any Content (such as Power Point files) to an Adobe Connect Meeting it can be moved from your meeting to your Adobe Connect Content folder. This content will be accessible from any Meetings for which you are a Host.

1. Open your web browser and navigate to the Adobe Connect Enterprise Server (<https://connect.clemson.edu>).
2. Click the **Meetings** link in the gray menu bar.
3. Click the Name of the meeting for which to move meeting content.
4. Click the **Uploaded Content** link.

Deleting an Adobe Connect Meeting



5. Select the checkbox for the content to move.
6. Then click **Move to Folder**.
7. Select the location to move the file in your User Content folder.



8. Then click **Move**.
9. A message will be displayed to let you know that the file(s) were moved successfully. Click **OK**.

Deleting a Meeting

NOTE: Only the original Host who created the Meeting is the only one who can delete a Meeting.

1. Open your web browser and navigate to the Adobe Connect Enterprise Server (<https://connect.clemson.edu>).
2. Click the **Meetings** link in the gray menu bar.
3. Find the meeting you want to delete. Then click the **Delete** button to the right of the meeting name.

The screenshot shows the Adobe Connect Enterprise Server interface. At the top, there is a navigation bar with links: Home, Content, Training, Meetings, Event Management, Reports, and Administration. Below this, there are sub-links: My Meetings, New Meeting, Shared Meetings, and User Meetings. The main content area is titled "Scheduled Meetings" and contains a table with the following data:

Name	Expiration Date	Role
Post822withRecording4	06/29/2013 11:00 PM	Host
SGuynn PPT Upload Tests	08/31/2014 11:00 PM	Host
TestDeletion2	01/18/2013 11:00 PM	Host
DeleteThis1	09/13/2012 11:00 PM	Host

Below the "Scheduled Meetings" table is a section for "Expired meetings" with one entry:

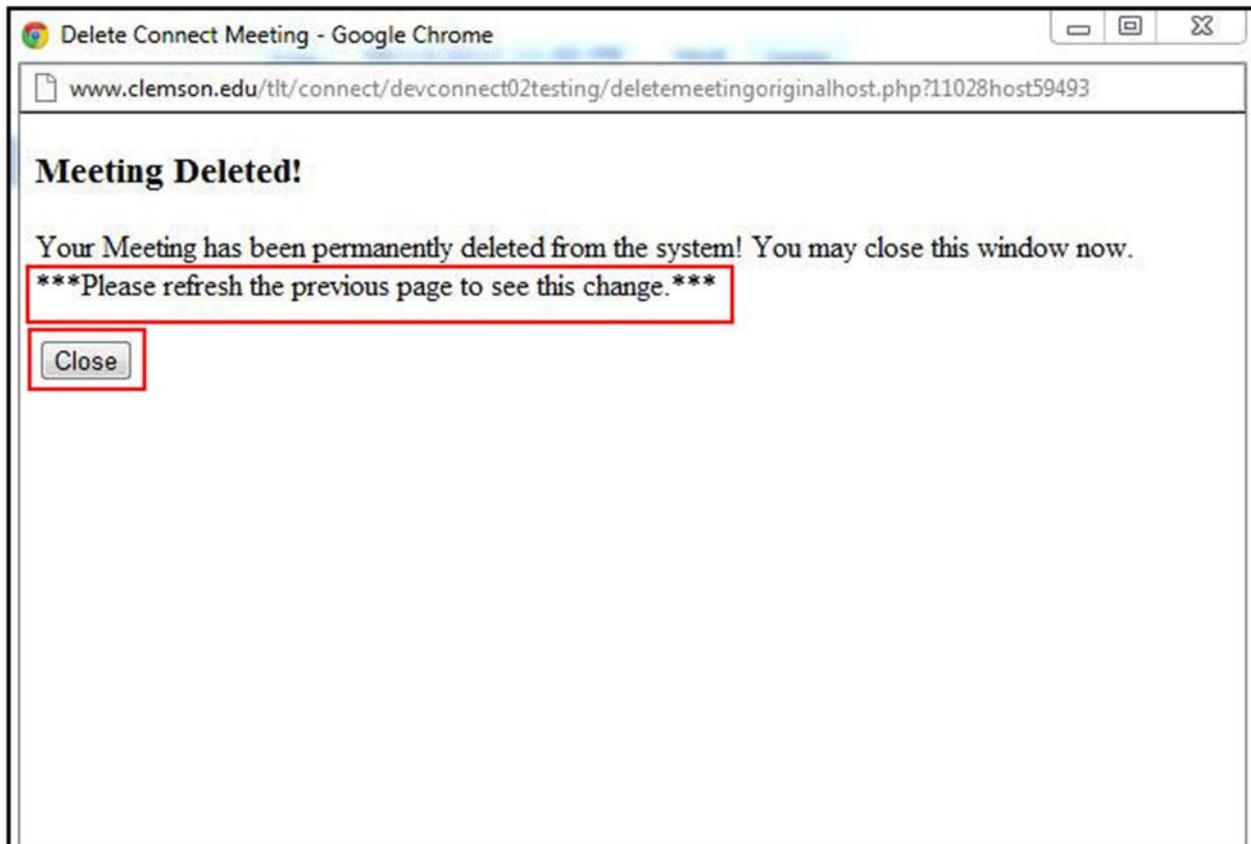
Name	Expiration Date	Role
abbadelete1	08/31/2012 11:00 PM	Host

In the "Scheduled Meetings" table, the "Delete" button for the meeting "DeleteThis1" is highlighted with a red box.

4. Confirm that you want to delete the selected meeting.



5. The Meeting Deletion will be confirmed. Click **Close** to return to Adobe Connect Enterprise Server.



NOTE: You may need to refresh the window to see the change in your list of Meetings.