CLEMSON
COMPUTING AND
INFORMATION TECHNOLOGY

Deleting an Adobe Connect Meeting
Intermediate

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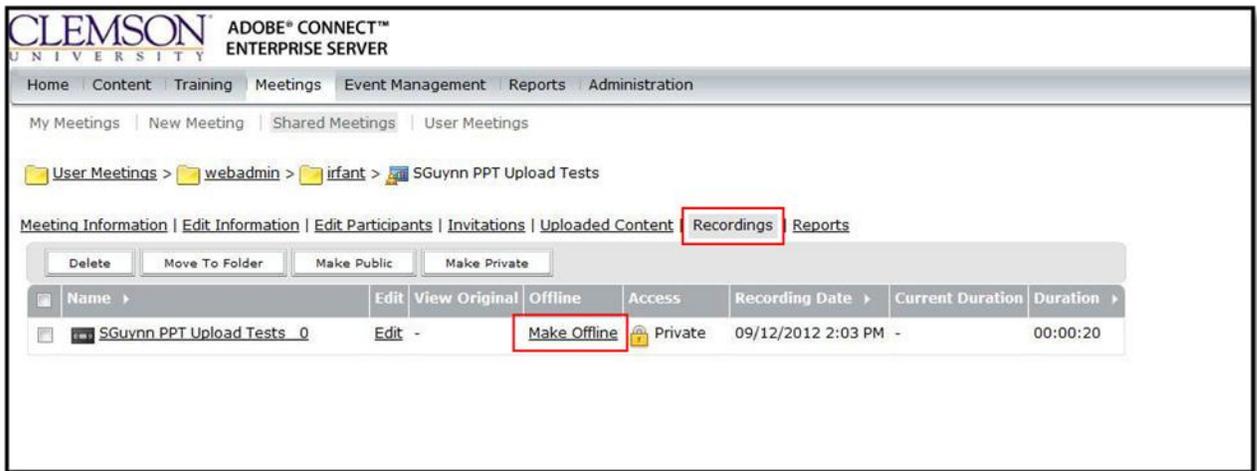
> **NOTE: Recordings are downloaded in real time. If the recording is an hour in duration, it will take an hour to download.**

5. A pop-up message will be displayed. When prompted, click **Proceed with Offline Recording**.
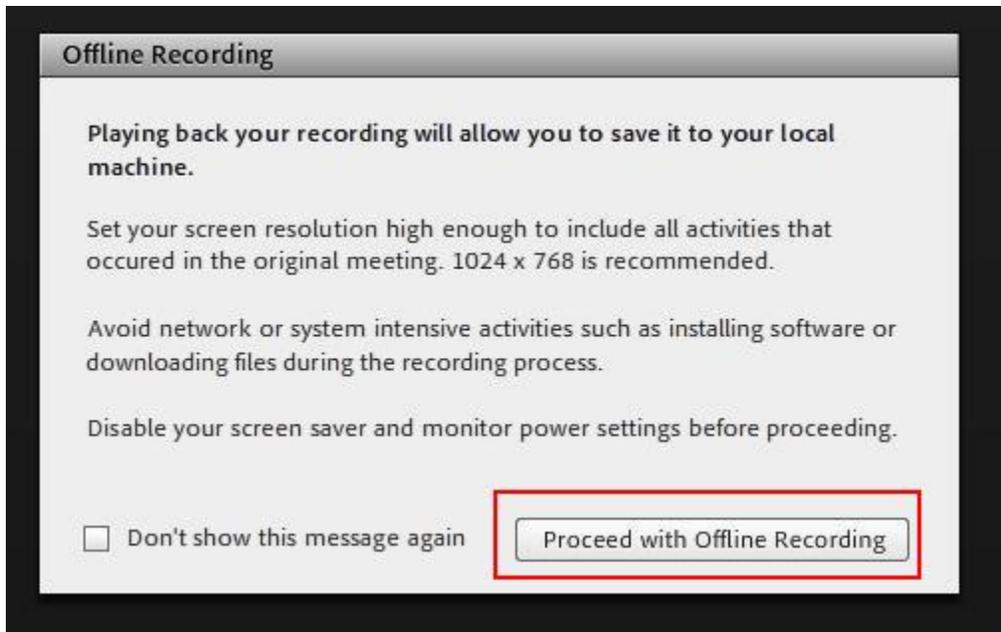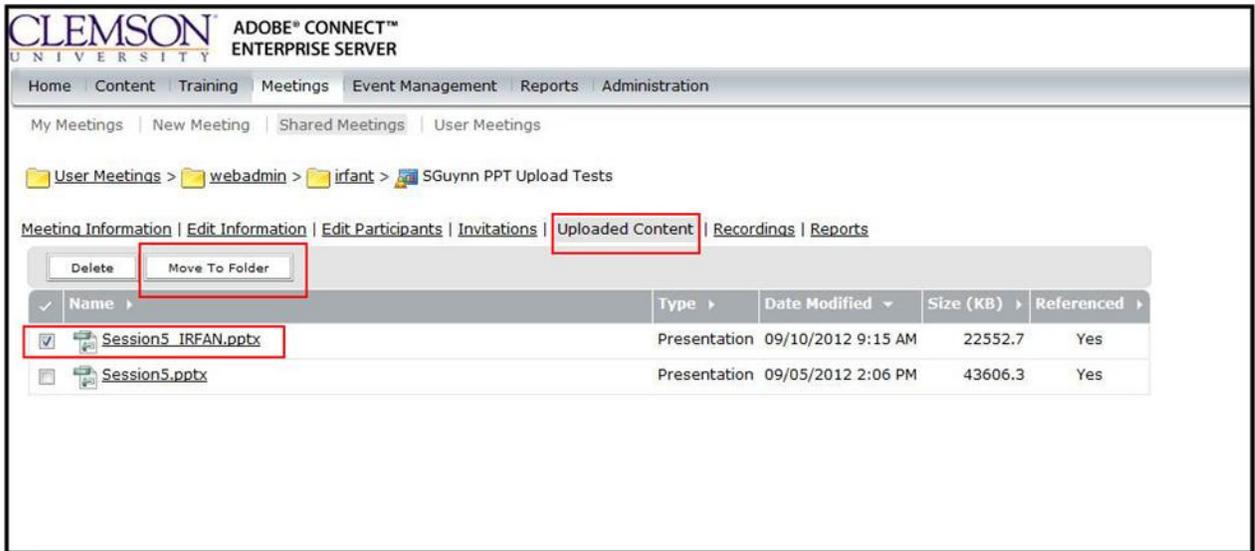
6. Select the location of where the file should be stored.

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.

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.
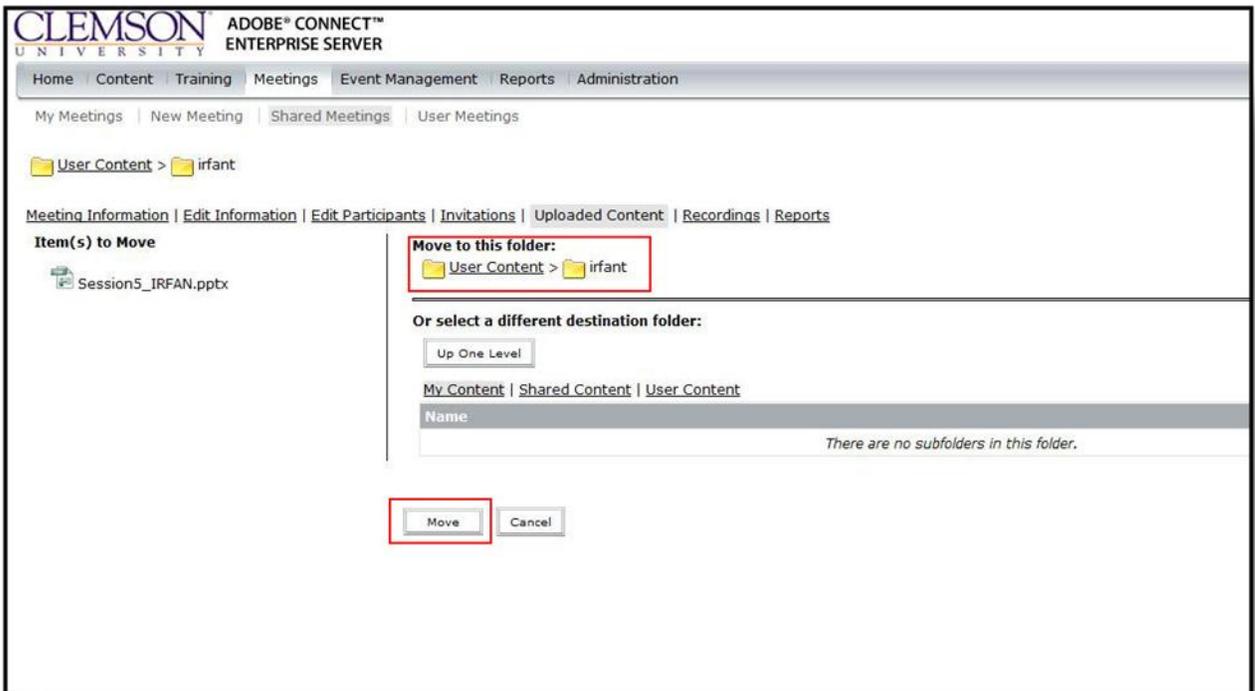
8. Then click **Move**.

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.

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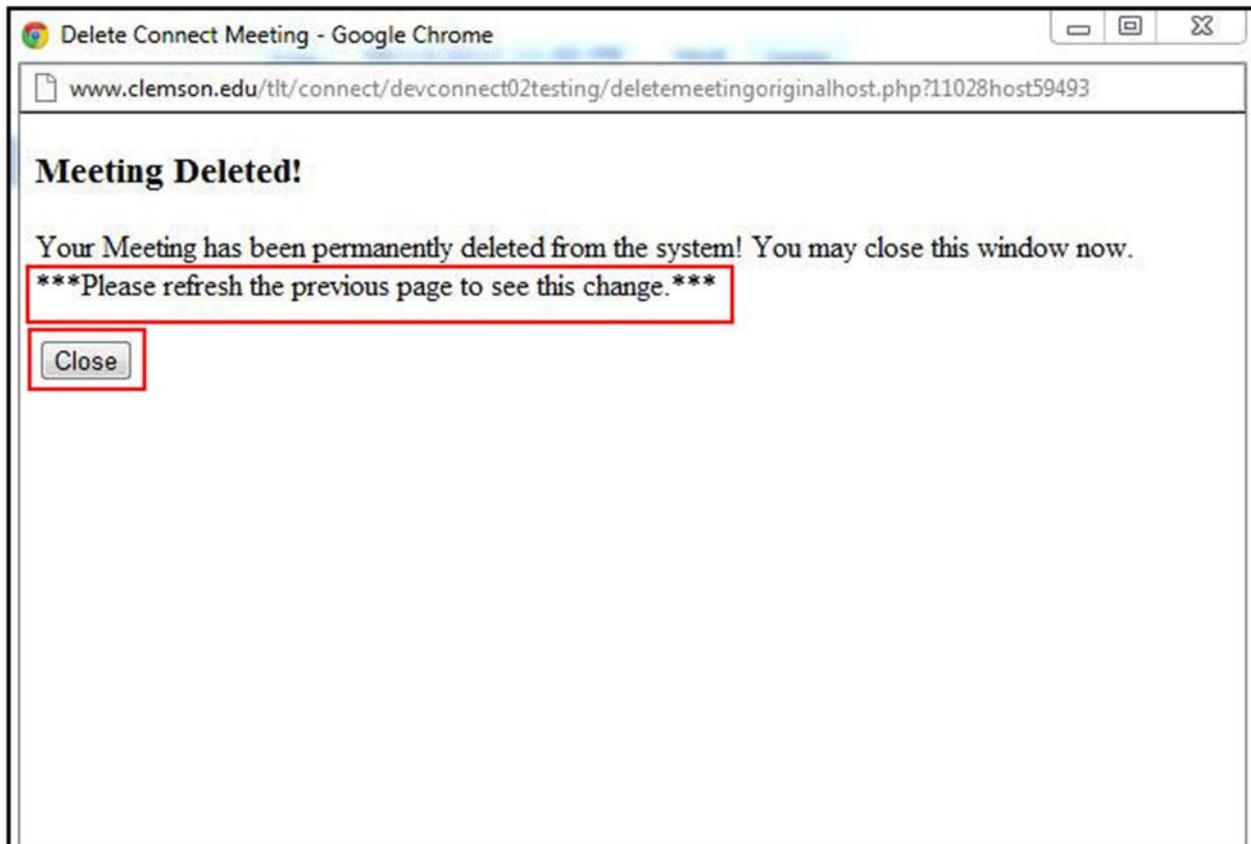
NOTE: You may need to refresh the window to see the change in your list of Meetings.