

# **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.

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ating Information   Edit Information   Edit	Participants   Invitation	s Lunioaded (	Content Rec	ordings Reports		
Delete Move To Folder Make	Public Make Priva	ite				
Delete More To roidel Make						
Name >	Edit View Origina	I Offline	Access	Recording Date >	<b>Current Duration</b>	Duration >

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.

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Name >	-	Туре 🕨	Date Modified 👻	Size (KB) →	Referenced +
Session5 IRFAN.pptx		Presentation	09/10/2012 9:15 AM	22552.7	Yes
Session5.pptx		Presentation	09/05/2012 2:06 PM	43606.3	Yes

- 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.

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User Content > 📴 irfant	
Meeting Information   Edit Information   Edit P.	articipants   Invitations   Uploaded Content   Recordings   Reports
Item(s) to Move	Move to this folder:
	Or select a different destination folder:
	My Content   Shared Content   User Content
	Name There are no subfolders in this folder.
	Move

- 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.

y Meetings   New Meeting   Shared Meetings   User Meetings	
heduled Meetings	
łame →	Expiration Date → Role →
Post822withRecording4	Enter 06/29/2013 11:00 PM Host Delete
Guynn PPT Upload Tests	Enter 08/31/2014 11:00 PM Host Delete
TestDeletion2	Enter 01/18/2013 11:00 PM Host Delete
DeleteThis1	Enter 09/13/2012 11:00 PM Host Delete
pired meetings	
łame →	Expiration Date   Role
abbadelete1	Enter 08/31/2012 11:00 PM Host Delete
abbadelete1	Enter 08/31/2012 11:00 PM Host Delete

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



Delete Connect Meeting - Google Chrome	
www.clemson.edu/tlt/connect/devconnect02testing/deletemeetingoriginalhost.php?	11028host59493
Are you sure you want to delete this Meeting?	
It is recommended that you delete unwanted/expired Meetings to help in bette Connect file storage capacity. Deleting a Meeting will remove all content Files etc) permanently! If you need to preserve any Content from a Me be moved into the users 'Content' directory. To protect longevity of you suggested that users create and download 'offline recordings' from the page. Once you delete a Meeting then the Meeting is non-recoverable Confirm Delete Cancel	r management of Adobe (Recordings, Uploaded eeting then content may ur Content, it is meeting information

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

Delete Connect Meeting - Google Chrome	
www.clemson.edu/tlt/connect/devconnect02testing/deletemeetingoriginalhost.php?1102	8host59493
Meeting Deleted!	
Your Meeting has been permanently deleted from the system! You may close this ***Please refresh the previous page to see this change.*** Close	window now.

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