

Introduction

Meeting organizers and presenters can enable recording for their meetings and allow you to save the recording to your Live Meeting service conference centre or your computer.

Setting your recording options

1. Click **Recording**. If the recording pane contains a **To My Computer** tab and a **To Service** tab, click one to specify where you want to save the recording.
2. Click **Options**.
3. In the **Personal Recording Options** dialog box, select all of the meeting options you want to record (including **Data**, **Voice**, **Video**, and **Panoramic Video**).
4. 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.

Recording a meeting

1. In the **Recording** pane, click **Record**.
2. If the meeting uses computer audio, no further configuration is necessary.
3. To save your recording, click the Stop icon, select Save Recording, and then click OK.
4. To check the status of your recording, click Start > All Programs > Microsoft Office Live Meeting 2007 > Microsoft Office Live Meeting Recording Manager.

Viewing a recording that is saved to your computer

1. Click the Start menu on your computer, click All Programs, click Microsoft Office Live Meeting 2007, and then click Microsoft Office Live Meeting Recording Manager.
2. In the Live Meeting Recording Manager dialog box, under Recent Recording, right-click the recording name, and then click Play.

Viewing a recording that is saved to your Live Meeting conference centre (To Service)

1. Log on to Live Meeting Manager.
2. On the My Home page, under View, click Recordings.
3. Under View recording, in the ID and Recording Key boxes, enter the recording ID and the recording key, respectively. By default, the recording key is the same as the meeting key. If the meeting did not require a meeting key, then by default no recording key is required.