

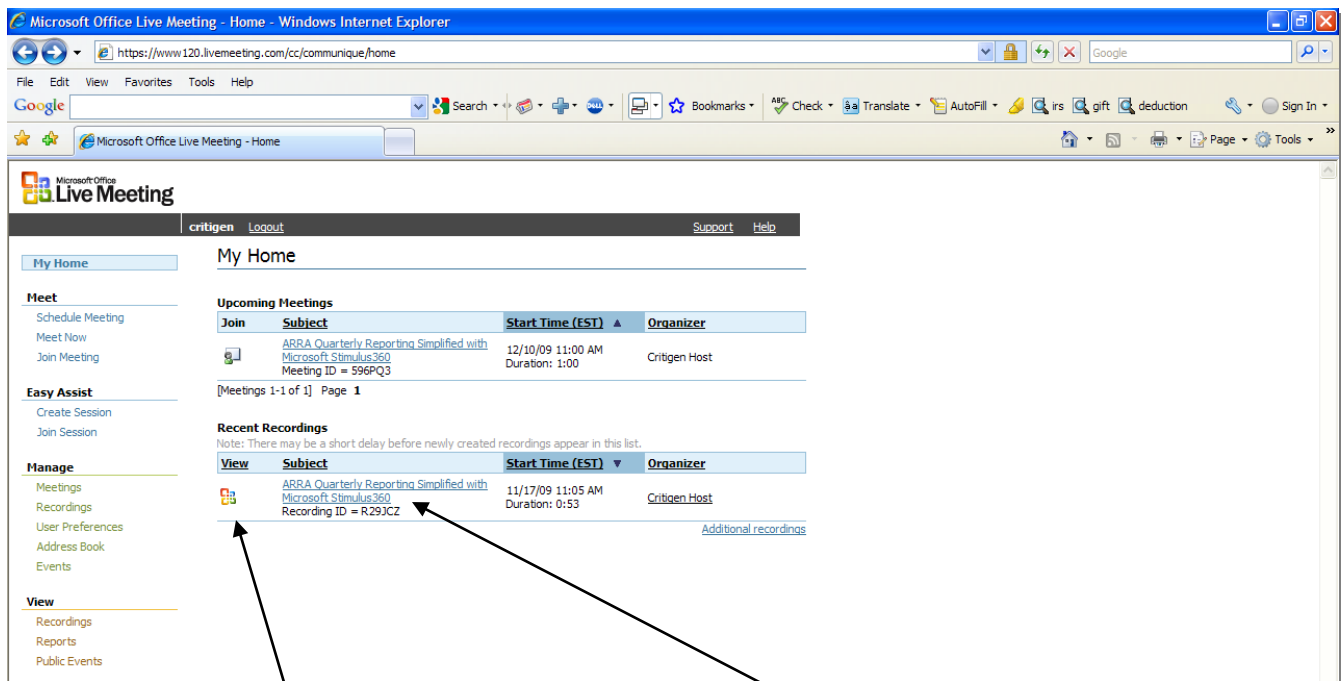
## Live Meeting – Accessing Hosted Recordings

**NOTE:** The option to save the recording to the Live Meeting server is available to you if you are registered to use Office Live Meeting Professional Edition. This recording option is not available to you if you are registered to use Office Live Meeting Standard Edition. To find out which edition of Office Live Meeting you are using please refer to your welcome email.


You can download a copy of a recording or play a hosted recorded Live Meeting in your browser window, or you can send email invitations for others to do the same. Meeting recordings are saved in the Windows Media Player format (.wma) and are stored on your Live Meeting conference center or on your computer. Playback can be one of the following:

- **High Fidelity Presentation (HFP):** includes rich media and video.
- **Live Meeting Replay:** downloads in Windows Media format and is recommended for those using dial-up connections. Access to recordings is dependent on permissions enabled when a meeting is scheduled.


After your meeting ends the recording will be available within 3-8 hours. Log into Live Meeting and the recording will be listed under “Recent Recordings” on the main page.



The screenshot shows the Microsoft Office Live Meeting web interface. The browser address bar displays the URL: <https://www.120.livemeeting.com/cc/communiqu/home>. The page title is "Microsoft Office Live Meeting". The user is logged in as "critigen". The main content area is titled "My Home" and contains a navigation menu on the left and a main content area on the right. The main content area is divided into two sections: "Upcoming Meetings" and "Recent Recordings".

Join	Subject	Start Time (EST)	Organizer
	<a href="#">ARRA Quarterly Reporting Simplified with Microsoft Stimulus360</a> Meeting ID = 596PQ3	12/10/09 11:00 AM Duration: 1:00	Critigen Host

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View	Subject	Start Time (EST)	Organizer
	<a href="#">ARRA Quarterly Reporting Simplified with Microsoft Stimulus360</a> Recording ID = R29JCZ	11/17/09 11:05 AM Duration: 0:53	Critigen Host

[Additional recordings](#)

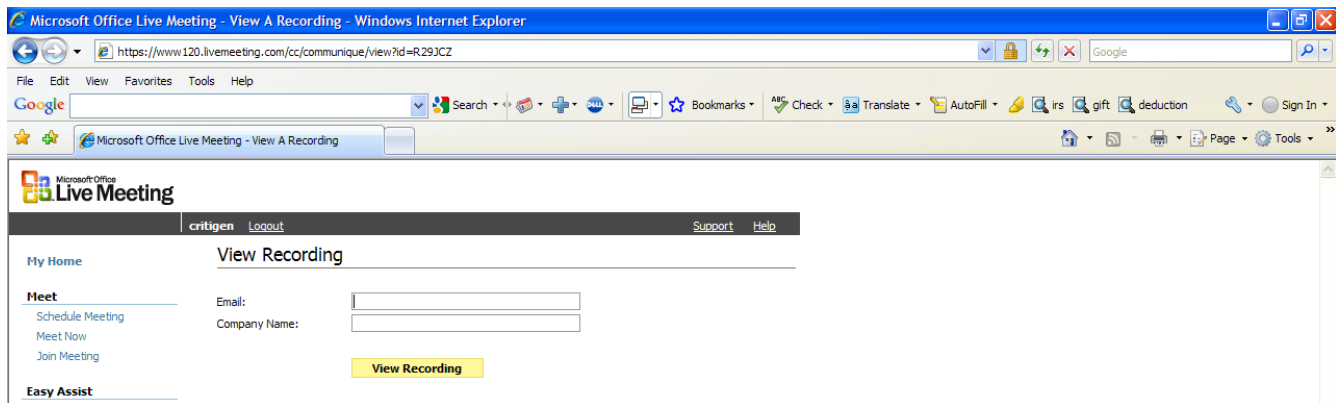
Click this icon to view or download a copy of the recording.

Click the subject to email a link to the hosted recording to someone. You can also set parameters for requiring viewers to provide their name, company email prior to viewing the recording. You can also set a recording key for security.

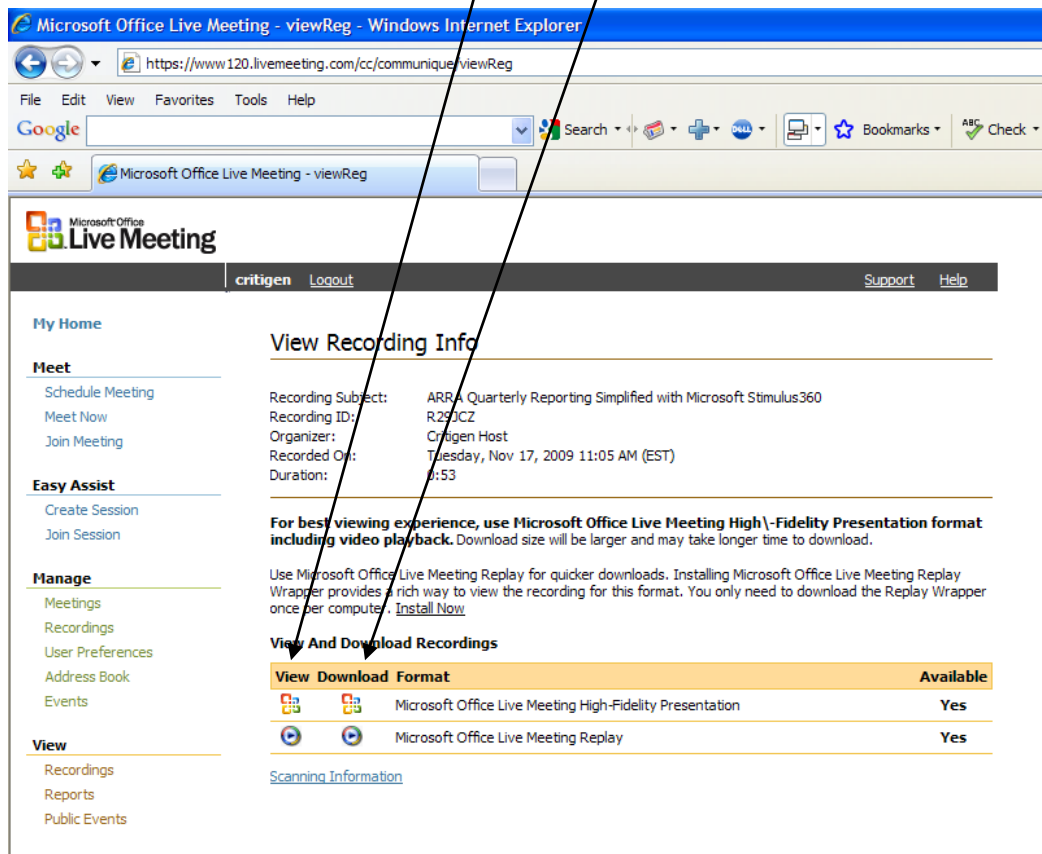
# Live Meeting – Accessing Hosted Recordings

## Viewing and Downloading a Stored/Hosted Recording:

1. After clicking the icon you may be prompted (optional) to enter your email and company name.



2. The next screen will have options to view or download the recording.



There are two versions of the recording:

- o **High Fidelity Presentation (HFP):** includes rich media and video.
- o **Live Meeting Replay:** downloads in Windows Media format and is recommended for those using dial-up connections. Access to recordings is dependent on permissions enabled when a meeting is scheduled.

# Live Meeting – Accessing Hosted Recordings

## Extracting the Downloaded High Fidelity Presentation (HFP) Format Recording

The HFP recording is received as a single zip file. It is important to maintain the file structure when the files are extracted from the zip file. These files and structure can be posted on the Web, or a server directory for distribution.

The HFP recording is contained in a single zip file named using the following format:  
Month\_Day\_Time\_Event\_Title.zip To extract the files and folders follow these procedures:

1. Right-click the compressed folder, and then click Extract All.
2. In the Compressed (zipped) Folders Extraction Wizard, specify where you want to store the extracted files.

### *To play the HFP recording*

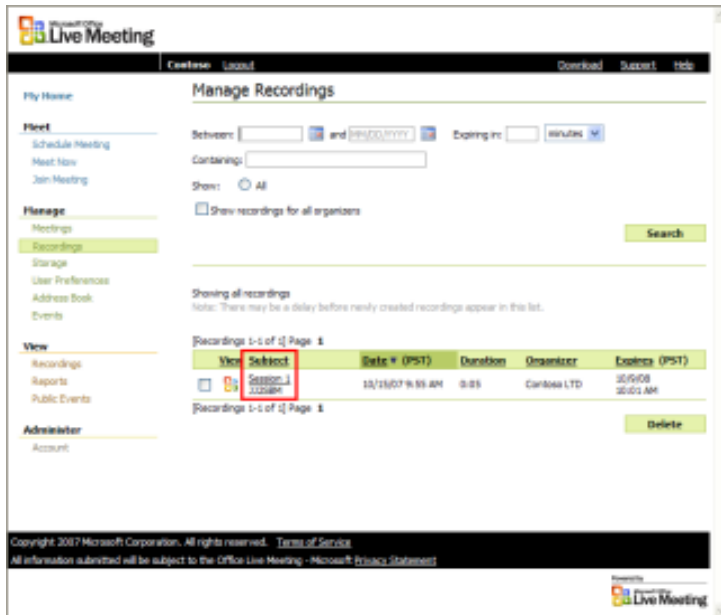
1. Navigate to the directory that contains the HFP files and structure.
2. Double click “Start.htm”.
3. If a security banner is displayed at the top of the browser window, click the banner, click Allow Blocked Content, and then in the Security Warning window, click Yes. The HFP recording will be displayed.
4. Navigate the HFP recording as follows:
  - The upper left-hand corner will display any speaker video.
  - Under the speaker video, the slides are displayed in the content pane. Click a slide to start the replay at that slide.
  - Under the speaker video, the different speaker videos are displayed. If there was more than one speaker during the event who displayed video, that content can be selected.
  - Slides are displayed in the right-hand area of the HFP browser.
5. Use the replay controls at the bottom of the window to manage playback of the recording.

## Send an Invitation to View a Hosted Recorded Meeting

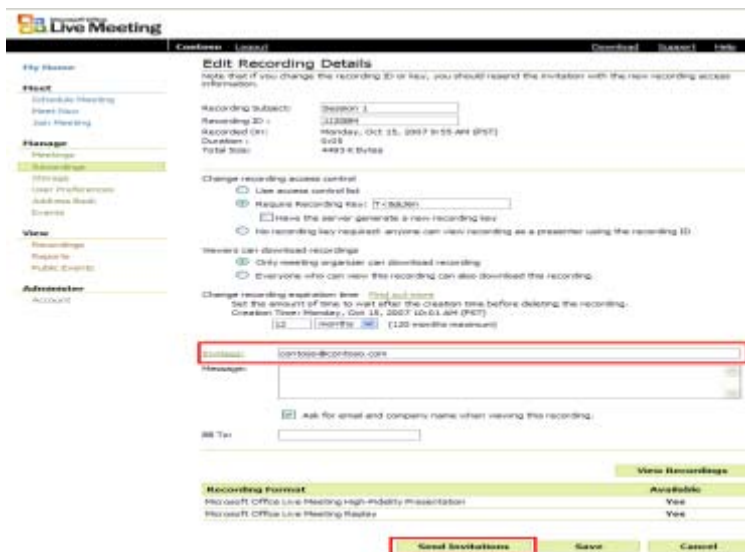
Recording options are set before a meeting by the meeting Administrator and/or the Organizer. They can limit access or can give access to all meeting participants. Even if access is limited invitations to view the recording can still be sent.

1. In the **Recordings** list, click the title of the meeting recording for which you want to send invitations.

## Live Meeting – Accessing Hosted Recordings



2. Optionally, you can change the recording access control and the download options.
3. In the **Invitees** box, type the full e-mail addresses (for example, someone@example.com), separated by semicolons, of the people you want to invite to view the recording.
4. Type an optional message, and then click **Send Invitations**. Invitees will receive an e-mail message with a link to the recording.



**TIP:** If you create your own invitations outside of Live Meeting, copy the URL shown in the invitation and paste it into the website page or email application that you want to use, so that your invitees can easily access the recording.

**For 24x7 technical support contact us at 1-877-283-7062.**