

# Record and Playback an Electromeet Session

## About this Guide

This guide explains how to use Electromeet to:

[Playback a recording](#)

[Record a session \(Providers and Presenters only\)](#)

[Retrieve a recorded session \(Providers only\)](#)

This guide provides information about how to record and playback a session. **Only the Presenter can record a session.** The Provider or Presenter can then send the recording (or the link to the recording) to the participants who can view the recording. **Instructions for participants to view a recorded session are at the end of this document.**

## Playback a Recorded Session

Participants can view a recorded session if the provider sends the participants an email with a link to the saved recording. The provider may also send the complete recording file as an email attachment.

Here is a suggested email to send to participants. This contains instructions for playback of the recording:

*Hello*

*Below here is the link for the Electromeet recording about.....*

*The **recording link** is :*  
**[Paste link in full here]**

*Instructions:*

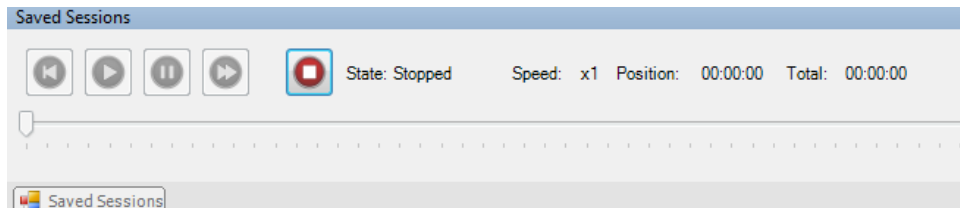
- 1. If you already have Electromeet installed on your computer, skip to step 2. If not, you will need to download and install the latest version of the Electromeet software from <http://electromeet.com/download/Default.aspx> .*
- 2. Now cut and paste the entire recording link (see above these instructions) into your browser address bar then download the recording file (ends in .emss) and **Save** to a known location on your hard disk.*
- 3. Launch Electromeet from the desktop icon. Open **File >Open Saved Session >[browse to saved session location]** from the Electromeet menu.*
- 4. Click on the file of the downloaded session. The recording will play back. Use the play, stop, fast forward and fast rewind controls from the "Recordings" section (bottom left of screen) as you would on a DVD player.*



## Record a Session

To record a session, you must have logged into an Electromeeet session as a Presenter with the appropriate Access Key.

### To record a session

1. To record a session, click **Saved Sessions**, at bottom left of the screen. The **Saved Sessions** tab appears.



2. To start recording a session, click **Record**  . The recording **State** is displayed as **Recording**.
3. To stop recording, click **Record**  again. The recording **State** is displayed as **Stopped**. The sessions are saved on the Electromeeet website for **45 days** from the end of the session.
4. If you log out of the session without stopping the recording, the recording will continue for 10 minutes then stop. If you rejoin before the 10 minutes has lapsed the recording will continue.

## Retrieve a Recorded Session

Only the Provider can retrieve the link to a recorded session from the website for Participants.

### To retrieve a recorded session

1. Log in at the Provider Log In page on Electromet.com as a provider with your registered **Provider Name** and **Password**.
2. Click **Manage Recordings**.  
The Sessions Recordings page displays with the list of saved recordings in your Provider profile. The saved recordings can be identified by the time at which the recordings were created in GMT/UTC time, which is embedded in the recording name.

**Note:** The recorded time is displayed in GMT/UTC time, and dates are displayed in US format: MM/DD/YY. Add or deduct the time difference of your time zone from GMT/UTC to identify the required Saved Session.

For more information about time zones to identify the required recordings, we recommend <http://www.worldtimeserver.com/meeting-planner.aspx>

3. You can choose either or both of the following options to retrieve your recording:
  - a. **Download the recording file(s) directly.**  
Click on the file name of the saved session in the listed table (last column) to download the recording and save it to your hard disk.  
  
**Note:** The saved session files may be large. If you plan to email these recordings to participants, they may be too big to send as attachments. Use the next option for sending a link to participants for downloading the saved session.
  - b. **Receive an email with a unique link to your chosen recording(s).**  
Select the required recording(s) and then click **Send Mail**.  
A link for the recording will be sent to you. Forward this link by email to the required participants. The participants can click on the link to download and view the file directly.