

Live Recordings

Record your meetings easy and comfortable

Spread Live Recording offers the ability to record your online conferences and to play it back whenever you want.

This functionality is perfect for training and e-learning.

Record your online events to

- provide absent participants the possibility to follow your event
- reinforce your meetings and seminars easily
- publish your recorded event online afterwards
- show the recorded presentation in a new meeting by simply starting the playback

1 Record a meeting

It's as simple as that:

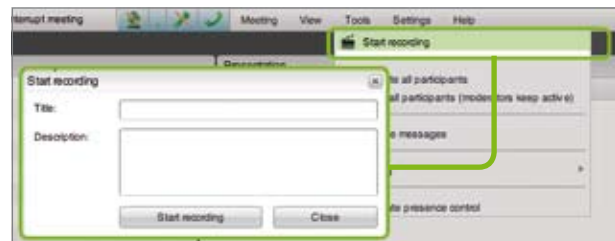


Hint! The meeting must have begun for a recording session to be started.

Start a recording

Simply click on "Start Recording" in the menu item "Tools".

Enter a title and a description in the popup window, if required.



Running recording

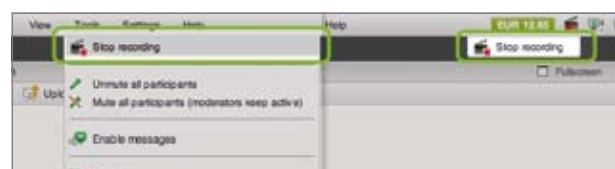
While the recording is running, a blinking icon on the top of your window lets you know the recording function is active.

Move your mouse over the icon and you will get detailed information about the recording. This may be relevant when another moderator started the recording session.



Stop a recording

Stop the recording by clicking on "Stop recording" in the menu item "Tools" or via the menu of the recording icon.



i **Ending the meeting!** The recorded meeting and the subsequent recordings are not available for a playback until the event has ended and it will appear in the archive. Pausing or interrupting the recording does not have the same effect. To end the meeting, you have to click on Meeting End meeting in your meeting room.

2 Get access to recordings

Your recordings are securely saved on the Spread server. Spread saves your recordings until you delete the related meeting. You can play them back as often and whenever you want.

i Recordings can be played back via weblink!

Spread provides a link to your recording but **not** a video file of the recorded session (e.g. .mov, .avi). The recording can be streamed anytime on the server so you can broadcast the link.

Playback recordings in your Spread account (for the host)

A recording can be opened in your Spread account anytime. You can find it in the left-hand side menu bar in "My Meetings" "Archive". The archive contains all finished meetings and the coinciding recordings.

To open a playback please click on the name of the recording **[1]**.

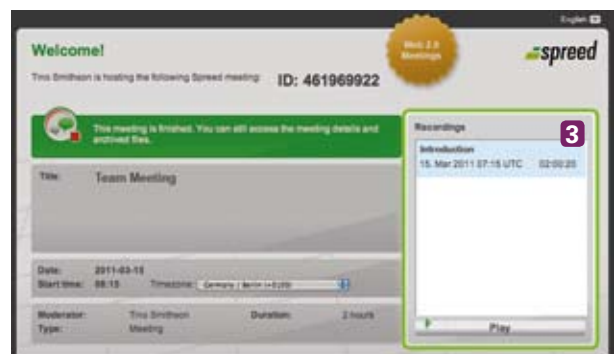
Right below you find information about the number of views by visitors **[2]**.



Playback recordings via the access link (for your participants)

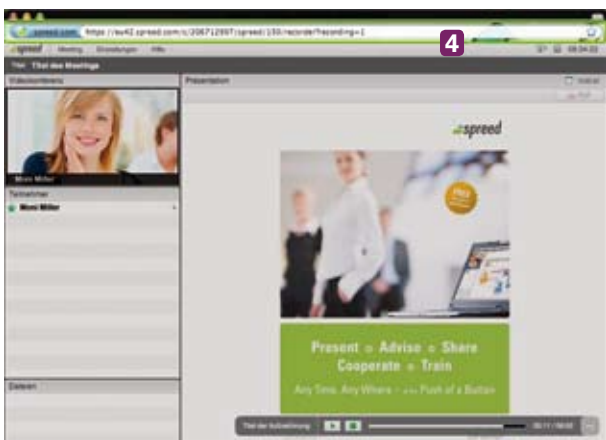
After your meeting has ended, your participants are linked to the archive page of your meeting **[3]** by using the access link found in their email invitation (private meetings) or the published link (public meetings).

Recordings are available here. The participants only have to select a session and press "Play".

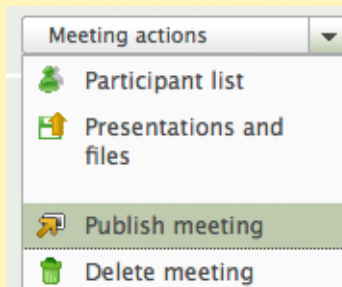


Publish the link to your recording

To publish to your recordings, you first have to open the playback yourself (see "[Playback recordings in your Spread account](#)"). Copy the link [4] you see in the address bar of your browser window. This link can be published by email or online (website, social media platforms, etc.).



i Publish recording: To make your recording available for everybody, the recorded meeting has to have been public. If necessary, you can manage this by selecting the meeting action "Publish meeting".



i Please know: A playback can be paused or stopped anytime, fast-forward is not yet available though.

For additional information about Spread Live Recordings please take a look at the [Spread Manual](#).



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Further questions?

Click here. We call you in a few seconds at our cost - worldwide. Please keep your phone ready!

[Call now](#)