



Distribute Recording to Non-Registered Users

To distribute a session recording to students without an Adobe Connect username/password, the Host must:

- Login to **Adobe Connect**
- At the top menu bar, click on **Meetings**
- Click on the meeting from the list
- At the middle menu bar, click on **Recordings**
- Locate your recording from the list, select it by checking the box to the left of it, then click the **Access Type** button
- Change the option to **Public** (passcode is optional, but distribute it as needed)
- You are then returned to the Recordings list for that class
- Click on the recording you want to distribute
- Next to "URL for Viewing", select and copy the URL
- Provide the URL along with any optional Passcode info to your intended recipients, for example:
(<http://haasberkeley.adobeconnect.com/p3asnao1whx/>, Passcode=2222)