How to delete recordings out of an Adobe Connect Meeting

1) Log into Adobe Connect Server: https://connect.ohio.edu/

2) You will be logged into the ‘home’ screen
3) Click the “Meetings” button on the gray bar towards the top of the screen
4) Next, click the name of the meeting to see the particulars of that meeting room. A user could have multiple Meeting rooms created, they will have to enter each meeting room specifically to view the recordings associated with each one.

5) Click the “Recordings” tab along the middle top row
6) If they want to delete all recordings, the user can click the white box next to “Name” to auto-click all of the boxes below
7) Otherwise, they can just click the boxes next to the meetings they want to delete, in my example I only want to delete “Test Meeting 01”

8) Now, click the “Delete” button towards the upper section of the screen
9) Click the “Delete” button again at the bottom of the page to confirm the deletion

10) After the recording is deleted, you will be automatically taken back to the list of recordings

11) Also, depending on whether the meeting is personally owned or created for a group of people, it is possible that the person may have recordings in the “Shared” section of Adobe Connect. Below the gray bar towards the top of the screen, is a secondary row of buttons in green, one of the buttons says “Shared Meetings”, click it.
12) Looking through the list, I have a shared meeting under the “OIT” section, so I would click on the “OIT” name
13) The steps are now the same as above, if I wanted to delete a recording out of the “Teaching with Technology” meeting room, I would click on the “Teaching with Technology” name.

14) I would then click the “Recordings” tab along the middle top row.
15) Then you can choose what recordings you want to delete as outlined above