Creating Recordings

1. Recording is only available using the GreenLight conference call bridge. When creating your meeting, you must select "use teleconference number assigned to me."
2. Login in to your account and start your meeting.
3. As the Host, in the top portion of your meeting window, you will find the following icons. The red circle inside of the white circle is the icon to use to begin recording

4. Once you confirm you want to record, an audio message is played into conference alerting all attendees that the call is being recorded.
5. To stop recording, click on this icon again.

Accessing & Distributing Recordings

1. If you have recorded a meeting, log in to your account and click on the "Recordings" tab.
2. Find the name of the meeting you recorded in the recording list. Initially, the recording needs to be created so click on "Process" (orange circle).

3. Once processed, a URL is generated for this specific recording. You may play the recording from this screen or invite people to view the recording.
4. To distribute recording-access info, click on "Invite" and then you can:
   a. Verbally direct viewers to the URL
   b. Enter in email address(es) to which to send the URL
   c. Click "open my email" to send the URL out of your email system
   d. Copy the URL of the recording and paste it wherever you want
5. To change the name of the recording, set access requirements and manage other recording settings, click on the name of the recording (green circle).
6. GreenLight Web includes the cost of recording and hosting in the base cost of service. Hosting capacity and duration is unlimited except for per-minute accounts, on which hosting of recordings is limited to 30 days.

For customer support, please call (800) 839-9976 or email support@glcollaboration.com