
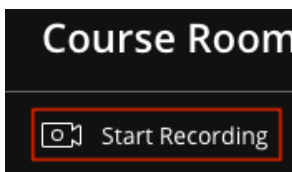


Record Sessions

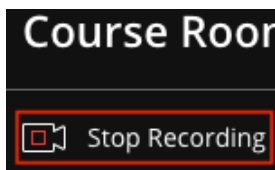
Recordings include audio, any content shared or active speaker video, and the captions or chat entered during the session. A recording is available for viewing shortly after you stop recording.

Create Recordings

1. From within a session, click the **Open Session Menu** icon  at the top-left corner of your screen.
2. Click **Start Recording**.

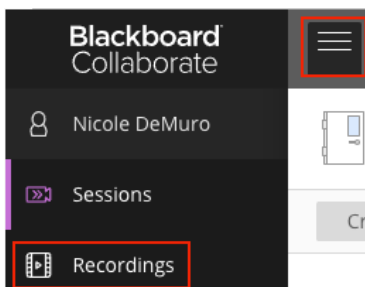


3. To finish recording, open the Session Menu again and select **Stop Recording**.



Watch Recordings

1. On the Collaborate Ultra page, click the **menu** icon at the top left of the page and select **Recordings**.




2. Find the recording you'd like to play. (*Filter by a date range if necessary.*)

3. Click on the name of the recording and select **Watch now**.
The recording player then opens in new browser tab.

Session name / Recording name

session / My Collaborate Ultra Session

 Watch now