

RECORDING A WEBINAR

Note: The Webinar recording feature is only available to organizers.

Mac Recording a Webinar is only available using a PC. If you are using a Mac and want your Webinar recorded, invite a PC-based organizer (GoToMeeting Corporate plans) or panelist and promote to organizer in-session (GoToWebinar plans). A PC-based organizer will have the recording feature. Archiving on the GoToWebinar Web site (GoToMeeting Corporate plans) is not available for Mac users. To archive, the PC user who is recording needs to be an invited organizer for the Webinar.

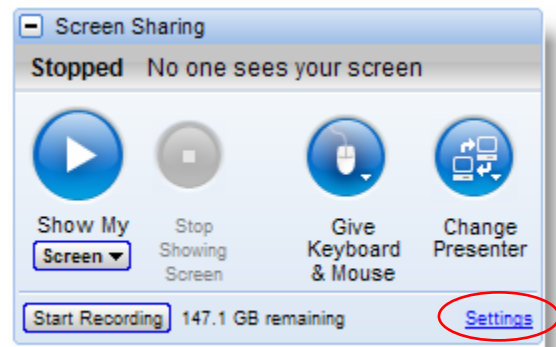
► To configure recording settings

1. From the Organizer Control Panel, click the **View** menu and select *Recording*. The Recording pane will appear in the Control Panel. Click **Settings**.
2. On the Recording category: Select the audio service you are using for your Webinar. No additional hardware to capture audio is required when using the GoToWebinar Audio Service. Using your own audio service requires either a microphone connected to the "mic in" port of your PC or a phone patch connected to your phone and to your PC.

Note: If using VoIP, be sure to check your audio device settings under the Audio category.

3. Select the appropriate recording format.
4. Designate the location where you want to save your recording.

Note: For optimum recording performance and in-session experience, select a location on your local hard drive.

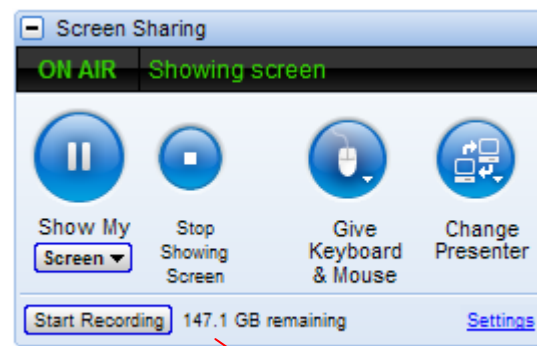


► To record a Webinar

1. When you are ready to begin recording, click **Start Recording**. All screen activity that is presented in the GoToWebinar Viewer Window will be captured.

Note: You must be showing your screen in order to record it. If screen sharing is not on then only audio is captured.

2. Click **Stop Recording** to pause or stop recording completely. Clicking **Start Recording** again will continue recording to the same file.



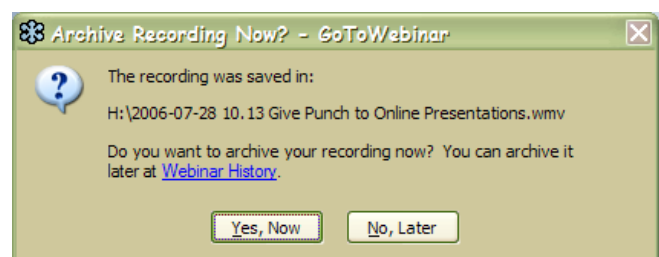
Indicates the available storage space of the destination selected to store the recording

ARCHIVING A RECORDED WEBINAR (GoToMeeting Corporate plans only)

The GoToWebinar Web site will host archived recordings that organizers of GoToMeeting Corporate plans can link to follow-up emails or to post to their Web site. Anyone accessing the archived recording who did not attend the Webinar will be prompted to register first.

► To automatically archive a recorded Webinar

1. When your Webinar has ended, you will be prompted to archive the recording.
2. At the *Archive Recording Now?* prompt, click **Yes, now**. Archiving will automatically begin.



► To manually archive a recorded Webinar

1. Log in to www.gotowebinar.com.
2. In the left navigation bar, click **Webinar History**. The *Webinar History* page loads, listing any Webinars recorded within the past 30 days.
3. At *Recorded Webinar*, click **Manage**.
4. On the *Manage Webinar* page, click **Archive Recording**. You will be prompted to browse for the location of where you saved the recording.
5. Archiving will automatically begin.

Note: If your browser is not capable of launching the automatic upload, you will be prompted to click **Launch Archiver**.

The screenshot shows a 'Recorded Webinar' management panel. On the left, it displays 'Available storage: 1022.7MB, (99.8%) of 1024MB'. On the right, a message states 'No recording archived. Click Archive Recording and follow the prompts. (Note: A typical 1 hour (60MB) Webinar will take about 10 minutes to upload.)'. A yellow button labeled 'Archive Recording' is highlighted with a red box.

DISTRIBUTING A RECORDED WEBINAR

Organizers can easily distribute Webinar recordings for on-demand viewing. By inserting the archived Webinar recording link in other promotional emails or posting to a Web site, organizers can gather registration information from additional on-demand viewers.

► To retrieve the archived Webinar recording link (GoToMeeting Corporate plans only)

1. Log in to www.gotowebinar.com.
2. In the left navigation bar, click **Webinar History**. The *Webinar History* page loads, listing any completed Webinars within the past year.
3. At *Recorded Webinar*, click **Manage**.
4. On the *Manage Webinar* page, highlight and copy the Webinar recording link.

The screenshot shows a 'Recorded Webinar' management panel. On the left, it displays 'Available storage: 1022.8MB, (99.8%) of 1024MB'. A yellow tip box contains the text: 'TIP Post this link on your Web site to increase your viewing audience.' On the right, it shows 'Current Recorded Webinar: (Archived by Corena Bahr, Fri, Jul 14, 2006 6:00 PM PDT) 2006-02-28 16.05 Test.wmv'. A recording link, <https://www.gotomeeting.com/register/100803249>, is highlighted with a red box. Below the link, instructions state: 'To permanently remove this recording, click Delete. To replace it with another recording, click Replace.' Two yellow buttons, 'Delete Recording' and 'Replace Recording', are visible at the bottom.