

1. Go to StartMeeting.com
2. From the home page select Host button and enter your credentials. This will take you to the Meeting Wall.
3. Select the Launch Screen Sharing Now button.
4. This will launch the Meeting Dashboard
5. If you would like to add audio to your presentation dial the toll or toll free number provided and enter the meeting ID when prompted, you will hear hold music until you start recording (you can use a speaker phone, standard handset or headset to record your voice).
6. Press the Play button on the Meeting Dashboard, the record button will now appear on the Quick Tools as a round red dot. You are now ready to record.
7. Press the record button when you want to start recording your screen. The hold music will stop and you will hear a prompt that states the conference is being recorded at this point your screen is and its contents are being recorded and you can now speak into the phone to add audio.
8. To end the recording press the red recording button again. Once you hear the prompt that states that the conference recorded has ended simply close the SM dashboard to leave the meeting. Your recording will automatically populate in the history and recording section of your meeting wall.

Figure References



Quick Tips:

It is always a good practice to prepare before recording your presentation, have your documents in order, and even do a few trial runs before trying to complete the finished presentation. Remember it's free so you can do as many as you like!

Go to "Select Items to Share" and turn off any applications that may have windows that will "pop up" and conflict with your presentation Ex: Outlook reminders or Skype notifications of users coming on/off line.