



# Lifesize Video Conferencing

## *Recording in Lifesize*

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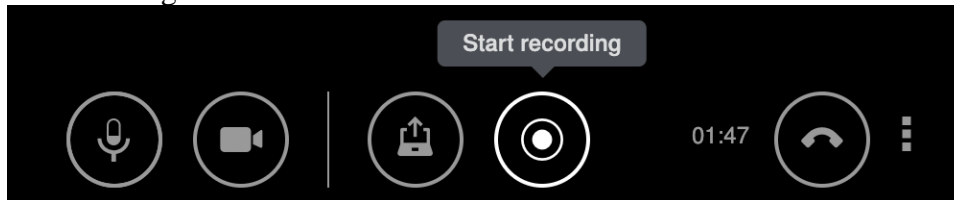
Calls and Meetings in Lifesize can be recorded. Once complete, these recordings can be accessed through the Lifesize app.

General Notes for Lifesize Recording:

- Lifesize does not have built-in editing capabilities.
- Who owns the Recording:
  - **For calls into a meeting:** The owner of the meeting is the recording owner regardless of which participant starts the recording.
  - **For point-to-point calls:** The person who starts the recording is the recording owner.

How to record a meeting in Lifesize:

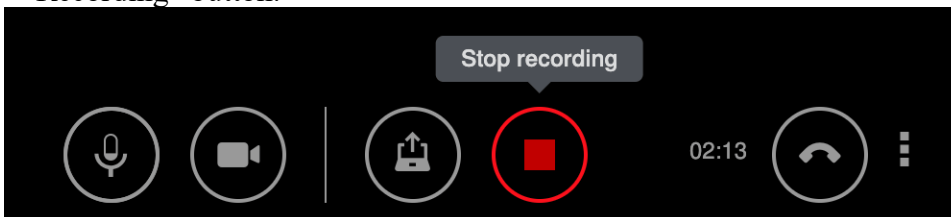
1. While in a Lifesize call, any user can press the “Record” button to capture the session. This recording will be saved to the users account.



2. When the Meeting or Call is being recorded, a red “Recording” icon will appear in the lower right of the screen.

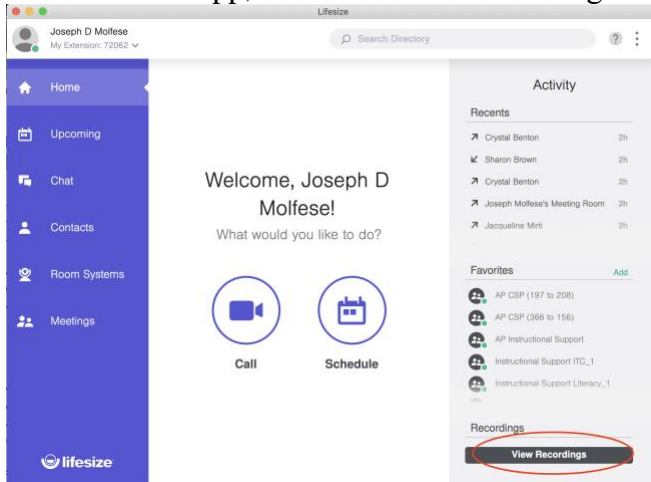


3. To stop recording the session, the user that started the recording must press the red “Stop Recording” button.

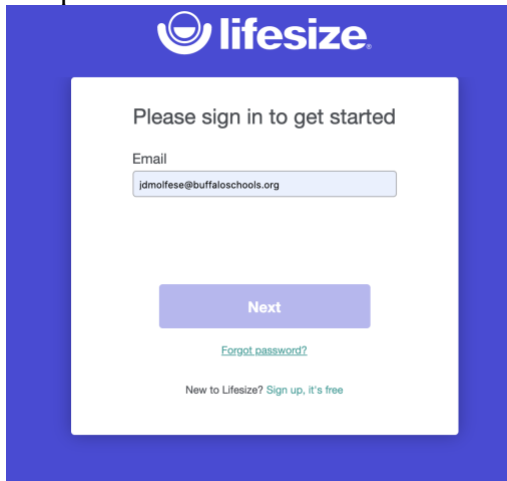


## How to access your recordings:

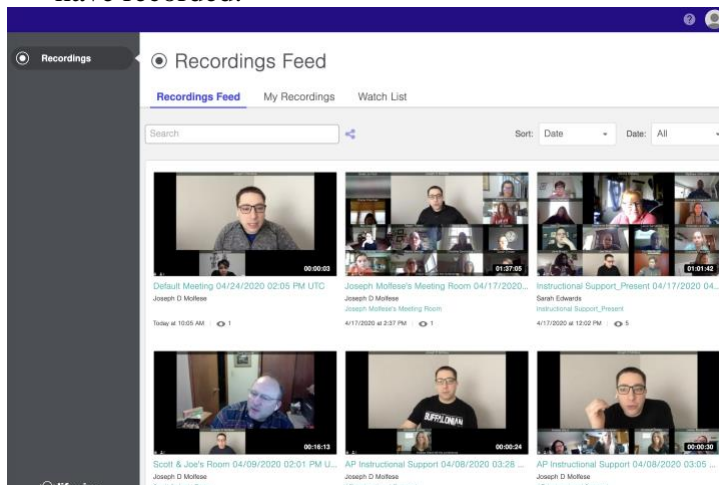
1. In the Lifesize app, click the “View Recordings” button at the lower right.



2. A browser window will open, and you will be asked to sign in (use your BPS email address) and press the “Next” button.



3. A window will open with your “Recording Feed”. Here you will see any meetings that you have recorded.

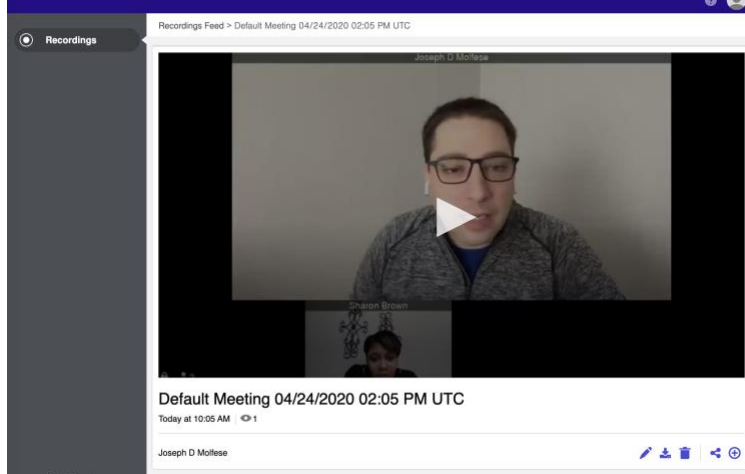


## “Recording Feed” Tabs:

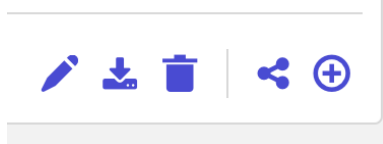
- The Recordings screen will open to your “Recording Feed” tab. This screen shows any recordings you have made as well as any that have been shared with you.
- The “My Recordings” tab shows only recordings that you have made.
- The “Watch List” tab shows any recordings you have saved.

## Managing and sharing your recordings:

1. To share or download a recording, first, click on the thumbnail of the recording to open it.



2. At the lower right of the screen there are several options including; Edit Recording Properties, Download, Delete Recording, Share, and Add to Watch List.



3. To share a recording, you first click the “Share” button, then the “Share Properties: Recording” window opens. You can share to specific users or click the Public link to share the video with anyone.

