

PODCAST A PICTURETALK MEETING

Record your meeting

Once you have started your PictureTalk meeting, click on the **Start Server Recording** button the PictureTalk Console or on the Toolbar.

Click **Stop Server Recording** when your meeting is finished or when you want to **Pause** your meeting (you can re-start and it will be appended to your original recording).

Access the Recording

When the recording is ready, an icon appears on the **Meeting Schedule** page.

Click on the icon for your meeting and you will be taken to the **Meeting Recording** page.

CONVERT THE RECORDING TO A PODCAST

In the Meeting Podcasting section, click the **Podcast** button that corresponds to the format in which you will view your Podcast.

When the Podcast is ready, **Up to Date** will appear in the Status column.

SUBSCRIBE TO THE PODCAST

Click on the **Subscribe to podcast** link and you will be taken to your Podcasts page. Click the file to start view the recording (the file extension will depend on which format you created your podcast for)

To view the podcast from iTunes, an iPod or an iPhone, subscribe to the same podcast URL

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PictureTalk Console

Present | Annotate | Poll | Tour

Monitor / Server Recording

Server recording is off

Start Server Recording **1**

Append to previous recording

Hours Minutes Seconds

Current length: 00 00 00

Info | People | Chat | Audio

Welcome Dianne

Host: Dianne Robertt
 Topic: MeetNOW
 Key: wphn28693
 Desc:

Meeting Schedule

Pause | Normal Mode | Standard Quality

Meeting Schedule

Current Meetings (Click on Meeting topic to join)

In Progress	Key	Meeting Topic	Date / Time	Details	Send Invite	Attachments	Recording	Delete
	wphn28693	MeetNOW					3	

Meeting Recording

test meeting Recording

Recorded on Thursday, January 8, 2009 8:43 AM EST

Format	Status	Action
PictureTalk Recording	Recorded on Thursday, January 8, 2009 8:43 AM EST	Playback Delete
AVI Recording		Convert

Meeting Podcasting

Screen resolution

Screen resolution	Status	Information	Action
Original size			Podcast
iPod			Podcast
iPhone			Podcast

Meeting Recording

test meeting Recording

Recorded on Thursday, January 8, 2009 8:43 AM EST

Format	Status	Action
PictureTalk Recording	Recorded on Thursday, January 8, 2009 8:43 AM EST	Playback Delete
AVI Recording	Up to date	Playback Delete

Meeting Podcasting

Screen resolution

Screen resolution	Status	Information	Action
Original size	Up to date	Title: test meeting By: Dianne Info: test to see the steps for pausing recording and restarting appending recording	Edit Info Delete Podcast
iPod			Podcast
iPhone			Podcast

Subscribe to Podcast

URL:

http://meetings.picturetalk.com/picturetalk-web/rss/id_7078.xml

OK | Cancel