

Record your live session

This article is intended for hosts and moderators of a meeting.

With the Kaltura Meetings recording feature, you can record your meeting and watch it at any time. The recording is accessible in the cloud of the meeting room for your eyes and your use only. Want to share the recording with colleagues who couldn't join? Or download it for your convenience? You can do those things too.

Start recording

1. Click the **3 dots** menu.
2. Click **Record**.

A confirmation message displays: *Do you want to start recording?*

3. Click **Start Recording** (or **Cancel**).

Recording may take a minute to initialize.

A notification displays on everyone's screens: *Recording will start momentarily, please wait.*

Then a notification displays for everyone: *This session is being recorded.*

The recording doesn't capture the entire screen - only the stage content and webcams (but without the participants' names on the displayed webcams).

While recording, all participants will see the recording indicator on the bottom left of their screen. Hosts and moderators will also see a counter and a square icon for stopping the recording.

Stop recording

1. Click the square on the bottom left of the screen OR click on the **3 dots** menu and click **Stop recording**.


A confirmation message displays.

2. Click the red **Stop recording** button.

A notification displays *Recording ended, starting upload.* (Participants will see a

notification that the "recording has completed.")

After a minute or two, a notification displays that your recording file is available.

 If the host leaves the room while the session is being recorded, the recording continues until the session time-out, which is 15 minutes after the host leaves.

- Recordings are standard 1080P MP4 video files.
- The duration of a Meeting session can exceed 24 hours and be set to up to 72h, however, the recording is limited to 24h.

Access the recording file

Completed recordings are automatically added to the **Recordings** folder in your room's **Media and Files** storage, which can be accessed from the **3 dots menu** on the toolbar. Each recording file is named by default with the following convention: Rec - date and timestamp - meeting title.

Kaltura's new [Media Manager](#) replaces the legacy [File Manager](#). Your files will be available in the legacy File Manager until **January 1, 2024**.

The recordings are also accessible from hosts' and moderators' **My Media** library, from a **channel's media tab** in the case of channel rooms, Media Gallery in KAK, as well as from the KMC.


Who can access the recordings?

Single rooms

- Creator (whoever initiated the recording)
- Owner (room owner = the room entry owner)
- Co-editor and Co-publisher (whoever initiated the recording)

Channel rooms

- Creator (whoever initiated the recording)
- Owner (channel owner = the category owner)
- Co-editor and Co-publisher (whoever initiated the recording)

 The exception to this is in KAF, where the creator is currently set as the owner.

To learn about managing your media and files, visit our article [Media Manager](#).

