

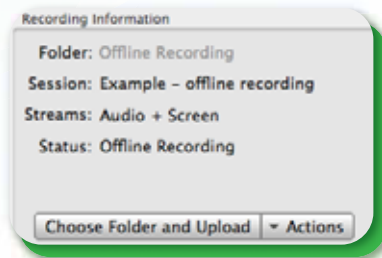


# 3.3 Upload Offline Recordings

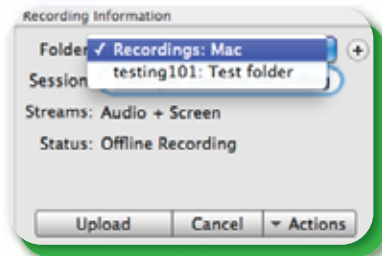


**1** On the Status screen, if the recording has a status of "Offline Recording" the "Delete" button is replaced with "Choose Folder and Upload".

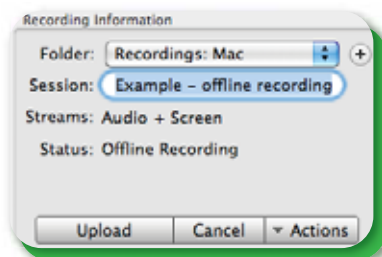
Click the button **Choose Folder and Upload**.



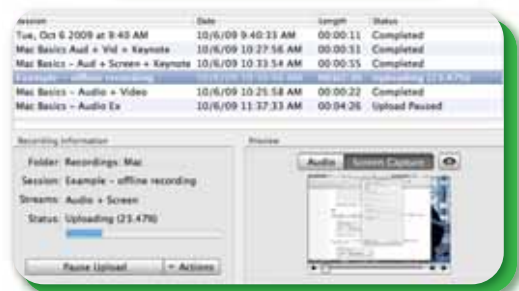
**2** The "Folder:" text box becomes active. Choose the desired folder by clicking on the up/down arrows. To add a new folder click on the "+" sign.



**3** After choosing the folder, either keep the existing session name of the recording or rename it, and click **Upload**.



**4** The recording will start to upload to the server. Within the list of recordings and the "Recording Information" panel, the Mac Recorder shows the status of the recording.



**5** Once the recording is uploaded to the server the "Status" is now completed and the recording can now be viewed online and shared with others.

