Chat & Record

Send a Message to Meeting Attendees

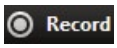
Click on 

to open a Chat window and send a message to another meeting attendee.

Click on 

to save the conversation to your local computer.

Record Your Meeting

Click on 

to start recording the meeting.

Click 

to end recording.

When the meeting ends, you will see a pop-up saying that the meeting recording is being saved and converted to mp4 format.
The directory containing the saved recording then automatically opens showing the recorded file, and the meeting will also appear in your list of recorded meetings within the Pod Meeting application.

You can specify the directory to save recorded meetings to using the**Settings** menu.

> ⚠ Note: The **Record** option may not be visible if the meeting host has disabled recording for the meeting.

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