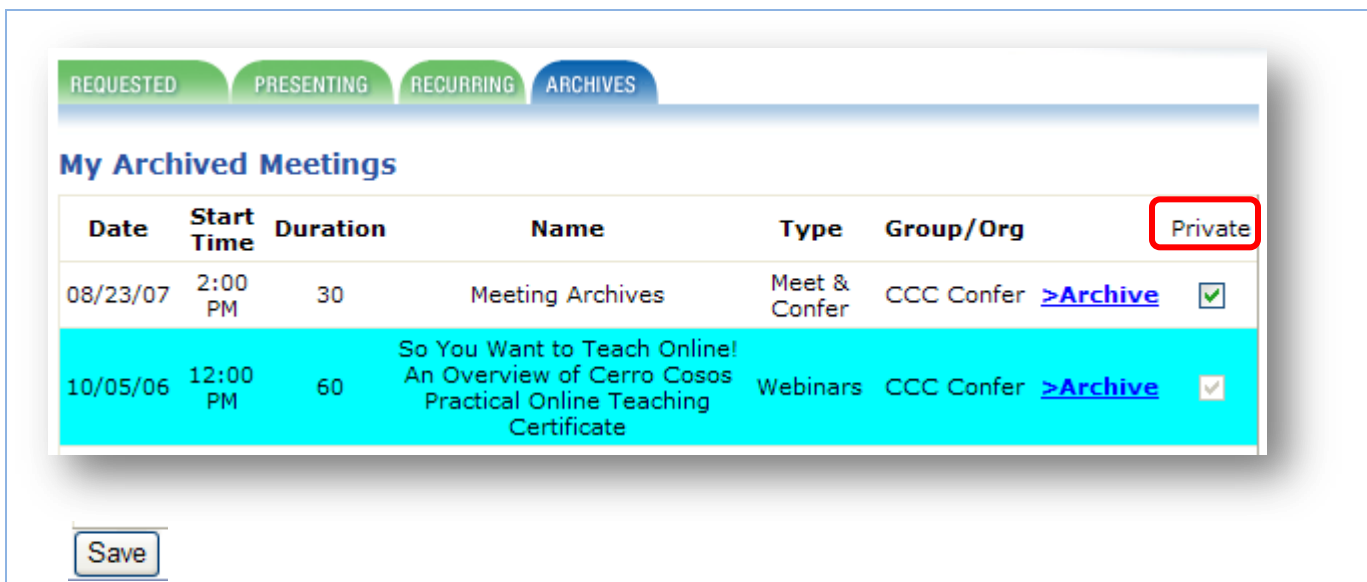


# MyConfer - Archives

Archived meetings are available within four hours after your meeting. Use **MyConfer** to connect to *your* archives.

Note: Other archives can be accessed from the Archives tab on the menu bar of the website.

1. Log into **MyConfer** > **MyMeetings**.
2. Select the **ARCHIVES** tab.
3. Click the [>Archive](#) link to view the presentation.



The screenshot shows the 'My Archived Meetings' interface. At the top, there are tabs for 'REQUESTED', 'PRESENTING', 'RECURRING', and 'ARCHIVES'. Below the tabs is a table with the following columns: Date, Start Time, Duration, Name, Type, Group/Org, and Private. The 'Private' column has a red box around it. The table contains two rows of data. The first row is highlighted in light blue, and the second row is highlighted in light green. Below the table is a 'Save' button.

Date	Start Time	Duration	Name	Type	Group/Org	Private
08/23/07	2:00 PM	30	Meeting Archives	Meet & Confer	CCC Confer	<a href="#">&gt;Archive</a> <input type="checkbox"/>
10/05/06	12:00 PM	60	So You Want to Teach Online! An Overview of Cerro Cosos Practical Online Teaching Certificate	Webinars	CCC Confer	<a href="#">&gt;Archive</a> <input checked="" type="checkbox"/>

## Public vs. Private Archives

At the time you request to archive, you choose to make it available on our website.

If you chose not to make the archive available to others, it appears in your account as a Private archive. To share a private archive at your discretion, capture the url link from the launch page.

Change between a public and private archive:

1. Check the box in the **Private** column and click **Save** button at the bottom of the page to remove an archive from the website.
2. Un-check the box in the **Private** column and click **Save** button at the bottom of the page to post an archive to the website. Archive posts to the website within minutes.