

## ARCHIVES – Website Posting Options

You can choose to make your archive available to everyone on our website, or you can choose to make the archive private. This is done at the time you request your meeting by selecting the appropriate boxes on the order form.

Once the archive is complete, you can change your posting options.

- Log into your **MyConfer** account.
- Click the **ARCHIVES** tab.
- A check mark in the **Private** column indicates the archive is available only to you.
- Click the [>Archive](#) link next to the meeting you want to view.

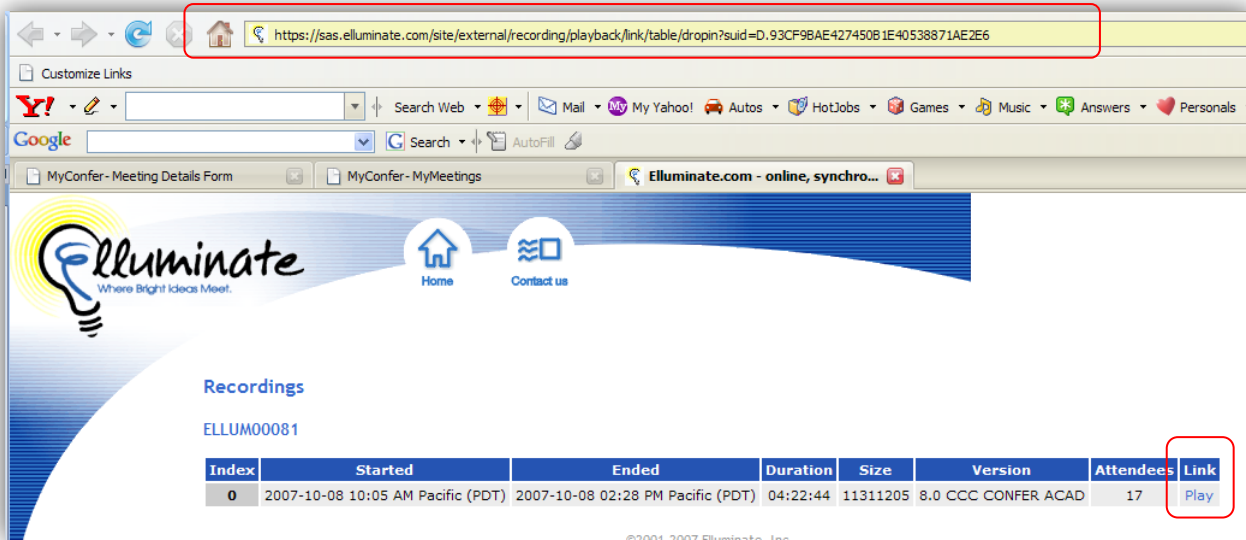
Date	Start Time	Duration	Name	Type	Group/Org	>Archive	Private
10/08/07	10:30 AM	120	ACTLA Executive Board Meeting	Meet & Confer	Association of Colleges for Tutoring and Learning Assistance	<a href="#">&gt;Archive</a>	<input checked="" type="checkbox"/>
09/12/06	9:00 AM	90	ACTLA Meeting	Meet & Confer	Association of Colleges for Tutoring and Learning Assistance	<a href="#">&gt;Archive</a>	<input checked="" type="checkbox"/>

1

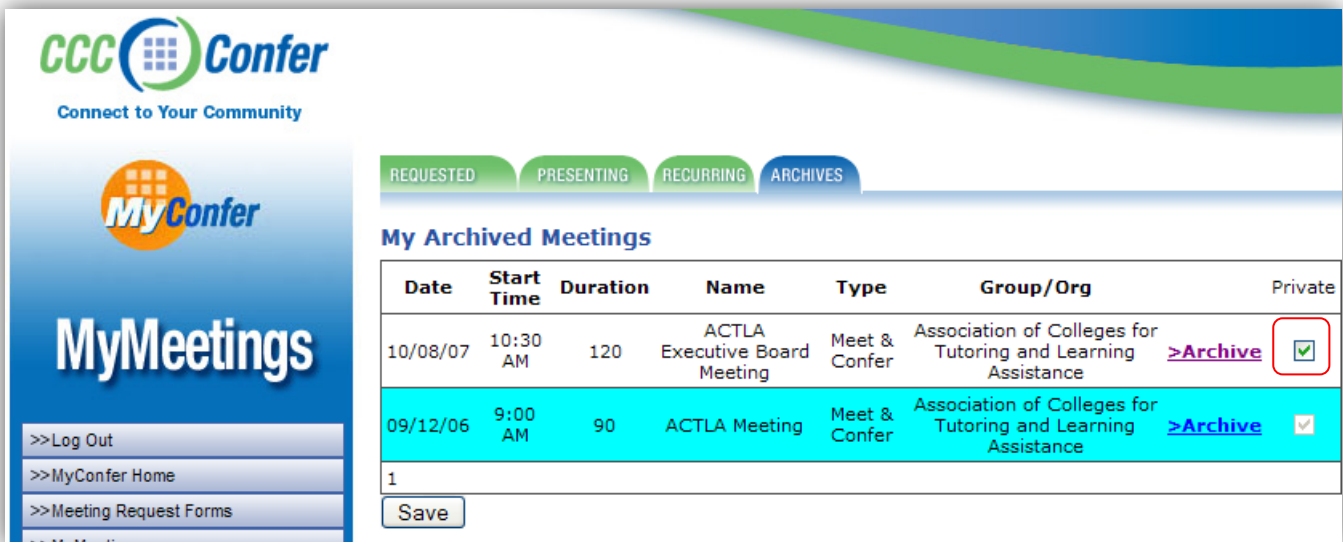
Save

### Share a Private Archive

- Click the [>Archive](#) link.
- When the Elluminate page opens, copy the url link at the top of the browser page.
- Send the link to whoever you would like to have access to the recording.
- Click the [Play](#) link to begin viewing the recording.



Post a Private Archive to the CCC Confer Website:



- Un-check the **Private** box
- The archive will post to the website within minutes.
- You can remove the posting at anytime by checking the box again.