**To set up:**

1. Log into <https://sas.elluminate.com/site/external/login/user> with your username and password
2. Click Utilities then Meetings



1. Click Accept, highlight the meeting and click Edit



1. Check Enable Recording Viewer Details and click Save



 **To Use:**

1. Sign in, go to Utilities



1. Click on Files under File Management



1. Click on Recording

 

1. Click Accept



1. Highlight the session and click Downloads



1. You can Sort/Filter the information by any of the headings.

