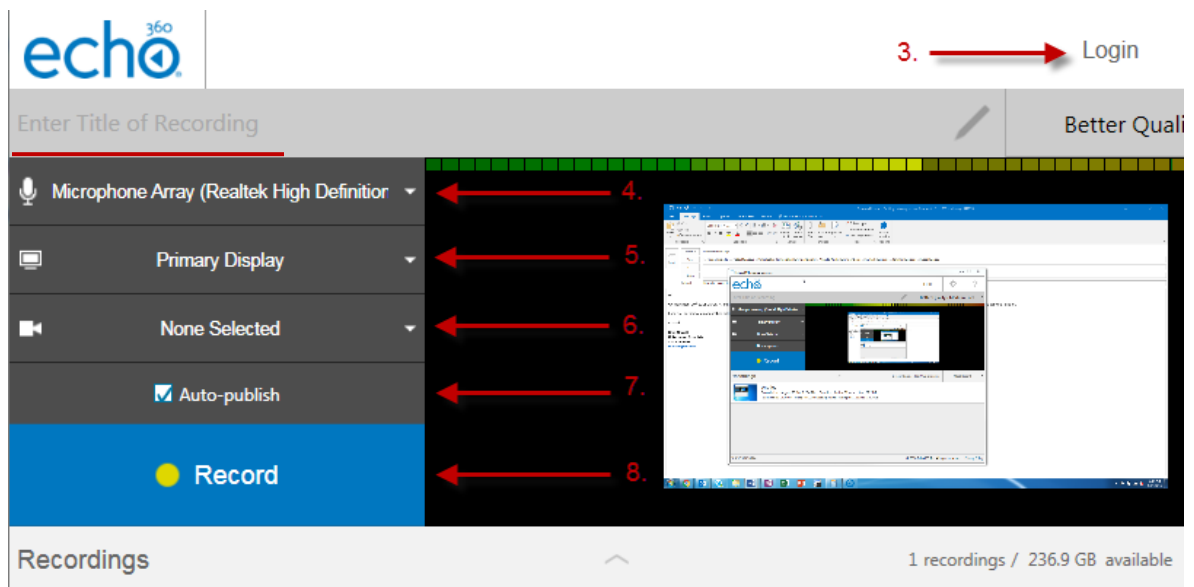# RECORDING USING ECHO360 PERSONAL CAPTURE

Create the recording

1. Contact CIS for the Echo 360 Personal Capture software
2. Run Echo 360 Personal Capture on the machine you wish to capture
3. Login with your NetID and password
4. Select the microphone you would like to use (if applicable)
5. Select your display you want to record
6. Select your webcam (if applicable).
7. Select auto-publish if you wish to have your recording automatically uploaded to a folder you specify.
8. Click Record

Upload the recording

1. Once your recording is complete and you selected auto publish you will then be able to give a Title to your recording, a path you want to upload it to, and what the output will be (the default is fine).
2. Click upload
3. Once the recording has finished uploading you will receive an email stating that it is available.
4. Click the desired link to view the capture
5. If you chose not to auto publish your recording mouse over your recording to view available actions (see description below)