**Recording with Skype**

Recording a Skype interview:

1.       Sign into Skype.

2.       Download and install one of the recording apps below.

3.       Sign out of Skype and sign back in.

4.       Open the recording app.

5.       Inform the other person that you are recording the call.

6.       Click on the recording button to record the call.

**Windows**

Callnote (free) <http://www.kandasoft.com/home/kanda-apps/callnote-skype-call-recorder.html>

**Mac**

Call Recorder for Skype ($29.95) <http://www.ecamm.com/mac/callrecorder/>

Callnote (free) <http://www.kandasoft.com/home/kanda-apps/callnote-skype-call-recorder.html>

**More Options**

<https://support.skype.com/en/faq/FA12395/how-can-i-record-my-skype-calls?q=evaer+recorder>

**Recording with Adobe Connect**

Many departments already have Adobe Connect set up in a conference room for meetings and other interviews. To request a new account, see instructions at <http://its.unl.edu/t3/webconferencing-unlconnect>. Contact http://mysupport.unl.edu for help with this process.

Use your Adobe Connect to set up a meeting with the exchange visitor. Under the *Meeting* menu, click on *Recording* or *Resume Recording* to record the interview. When you are done with the interview send the link to isso@unl.edu.  Don't delete the interview from your Adobe Connect account!

If you or your department do not have an Adobe Connect account you can request an account at connect.unl.edu (more information is available at: ).  Once you have requested your account you will need to contact mysupport.unl.edu to complete the set up of your account.