**Upload a Recording**

1. Once you have finished recording, a dialog box will appear. This will allow you to:
   - Change the title of the session
   - Review the folder the session will be uploaded to
   - Add a description to the session
   - **Upload or Delete and Record Again**

2. Click **Upload**.

3. You will be brought to the manage recordings tab. Once both bars have loaded below **Upload Progress**, you may exit the recorder and turn off the computer.