# Webex – Manage and Delete Recordings

This help sheet will show you how to locate, manage and delete Webex session recordings.

Hitting the recording storage limit may result in you being unable to record newer sessions until old or unneeded recordings are removed.

1. Log in to your Open Access College Webex (**https://schoolssaeduau.webex.com**) account and go to **My Webex > My Files > Training Sessions**

   *Note: if you see **Join a Meeting** or **Upcoming Meetings** instead of the normal Webex page, click the **Classic View** button in the top right of the Webex page*
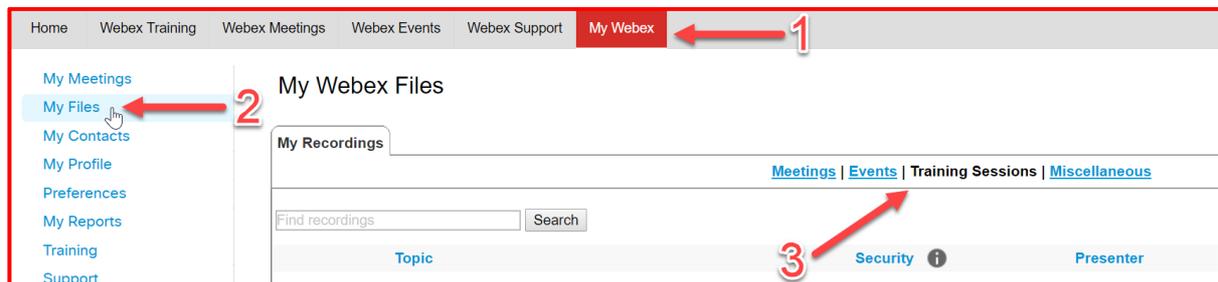
2. To delete a recording, first click the small **down arrow** on the far right of the recording you wish to remove, then click the **Delete** option to move the recording to your **Deleted Recordings bin**
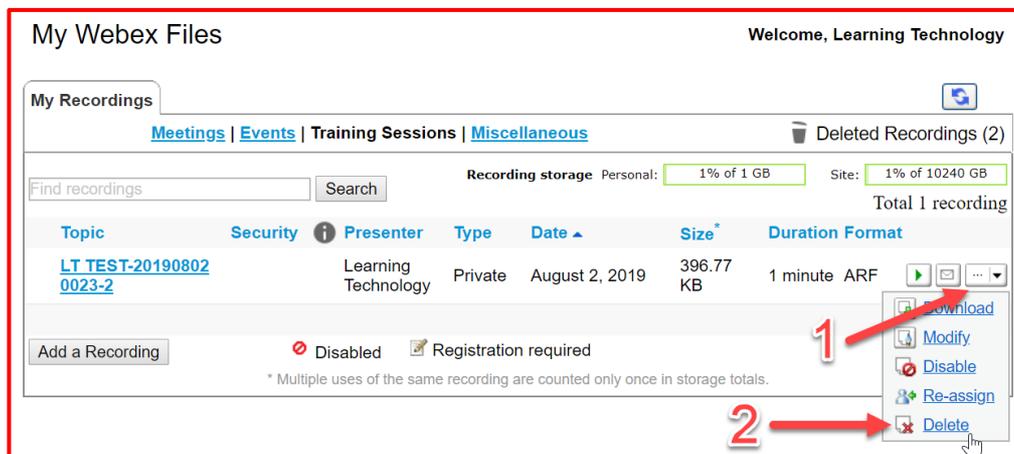
3. Once you have deleted the recording, click the **Deleted Recordings bin** to view all deleted session recordings

   *Note: Files in the **Deleted Recordings bin** will be automatically deleted after 30 days, and will continue to count towards your personal recording storage limit until the bin is emptied*

4. From the **Deleted Recordings** menu, tick the boxes next to individual recordings to select them and click **Delete Permanently** to remove them completely, or click **Restore** to move them back to your Webex files,

   *Note: You can also click the **Empty Trash** button in the bottom right to immediately remove all deleted recordings*