



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.

 Log in to your Open Access College Webex (<u>https://schoolssaeduau.webex.com</u>) 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

Home	Webex Training	Webex	Meetings Web	bex Events	Webex Support	My Webex		1			
My Me My File	eetings	- 2	My Webe	x Files							
My Co	ntacts	_	My Recording	s							
My Pro	ofile						N	leetings Eve	<u>nts</u> Trair	ning Sessions	<u>Miscellaneous</u>
Prefer	ences										
My Re	ports		Find recordings		Search	n					
Trainir	g			Торіс				3 Sec	curity 🔒		Presenter
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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**

My Webex Files	6		Welcome, Learning Technology						
My Recordings							5		
Meetings Events Training Sessions Miscellaneous									
Find recordings		Search	Record	ing storage Personal:	1% of 1	GB Site:	1% of 10240 GB otal 1 recording		
Торіс	Security	Presenter	Туре	Date 🔺	Size [*]	Duration Form	nat		
LT TEST-20190802 0023-2		Learning Technology	Private	August 2, 2019	396.77 KB	1 minute ARF			
Add a Recording	D * Multiple	isabled 🛛 🕅 F	Registratio	n required are counted only once	in storage tota	als.	Modify.		
					2		Delete		

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

Deleted Recordings (2)								
Deleted recordings will be permanently deleted from the Trash and from recording storage after 30 days. If you want to remove them from recording storage earlier, you can delete them permanently now.								
🗖 Торіс	Size	Create date -	Delete date					
✓ LT TEST-20190802 001	202KB	8/2/19 9:41 am	8/2/19 10:03 am					
Test-20180510 0403-1	10.77MB	5/10/18 1:33 pm	8/2/19 10:03 am					
Restore Delete Permanently			Empty Trash					