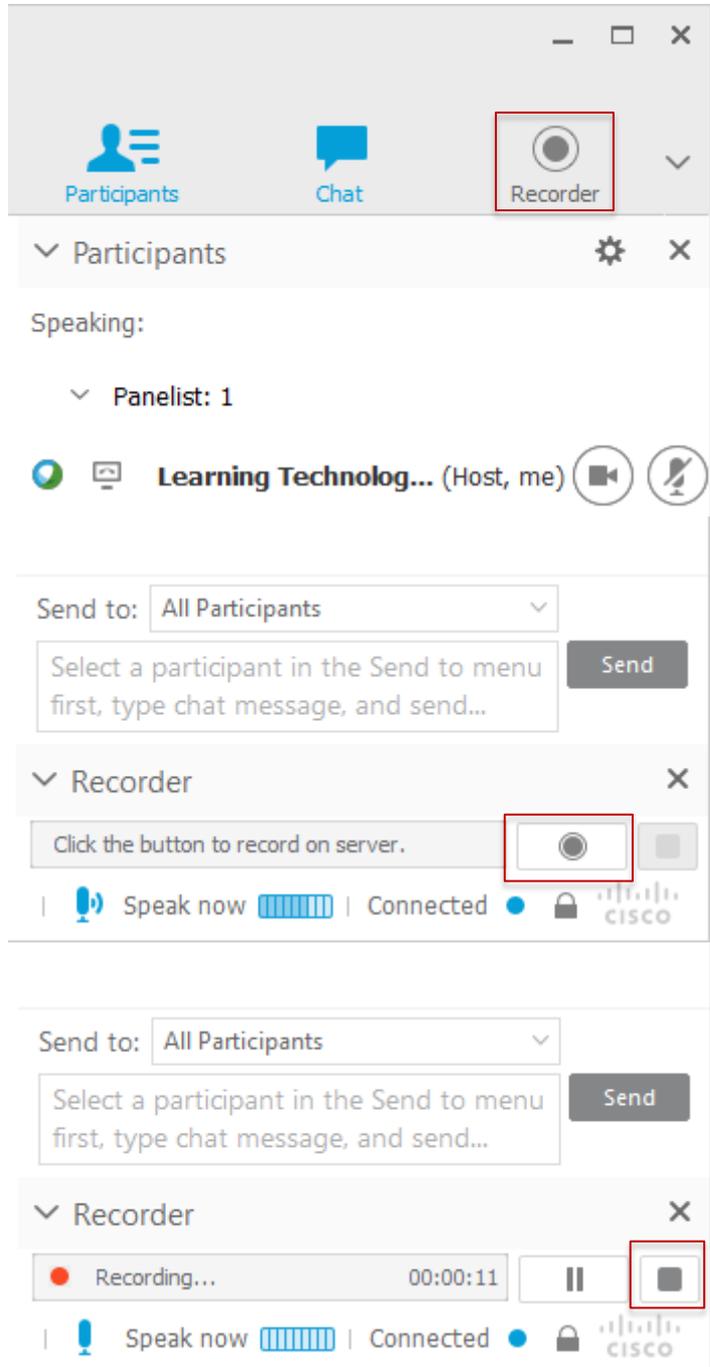


WebEx – Record a Lesson

Begin the Recording

1. Open the recording options by clicking on **Recorder**.



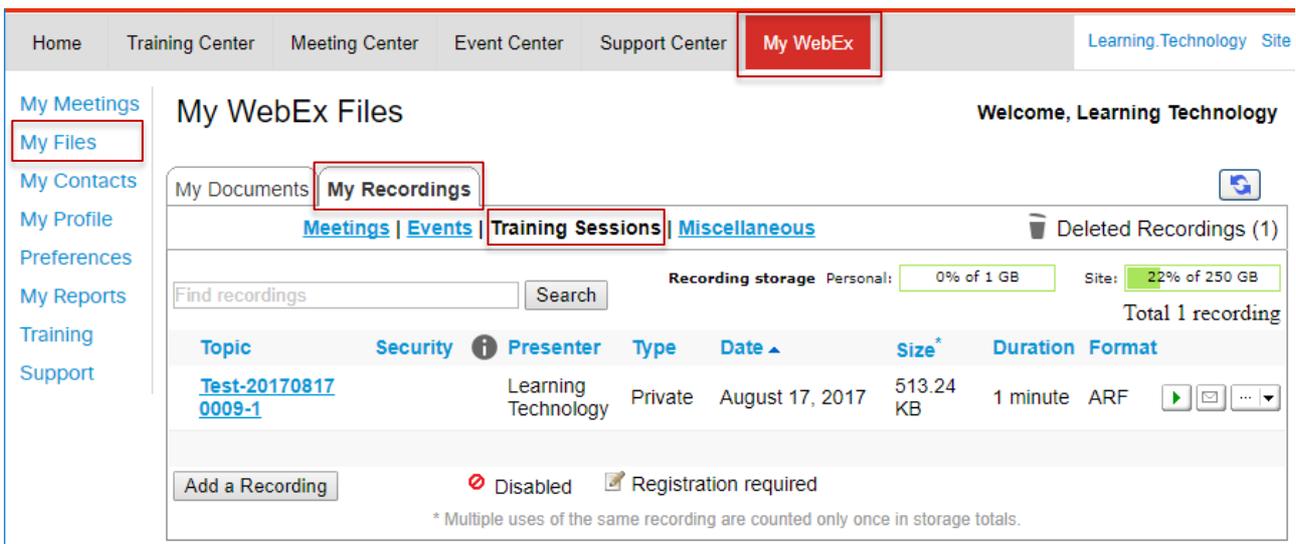
2. To begin the recording, click the **Record** button

3. To end and save the recording, click the **Stop** button

Find and Download the Recording

After stopping a recording, it may take up to an hour before it appears in your WebEx Files

1. Go to the WebEx website.
2. Click **My WebEx**.
3. Click **My Files**.
4. Click **My Recordings**.
5. Click **Training Sessions**.



Home Training Center Meeting Center Event Center Support Center **My WebEx** Learning Technology Site

My Meetings
My Files
My Contacts
My Profile
Preferences
My Reports
Training
Support

My WebEx Files

Welcome, Learning Technology

My Documents **My Recordings**

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Deleted Recordings (1)

Recording storage Personal: 0% of 1 GB Site: 22% of 250 GB

Find recordings Search

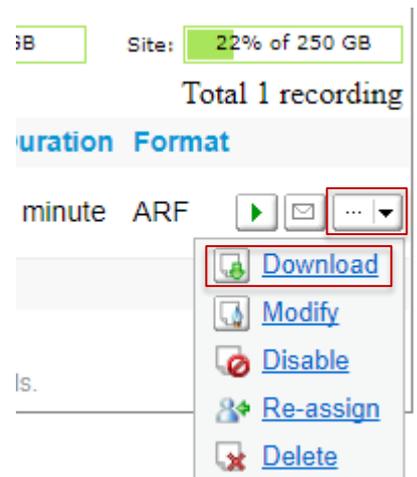
Total 1 recording

Topic	Security	Presenter	Type	Date	Size*	Duration	Format
Test-20170817-0009-1		Learning Technology	Private	August 17, 2017	513.24 KB	1 minute	ARF

Add a Recording Disabled Registration required

* Multiple uses of the same recording are counted only once in storage totals.

6. Click the drop down menu next to the recording you would like to download.
7. Click **Download**.



Site: 22% of 250 GB

Total 1 recording

Duration Format

minute ARF

Download
Modify
Disable
Re-assign
Delete