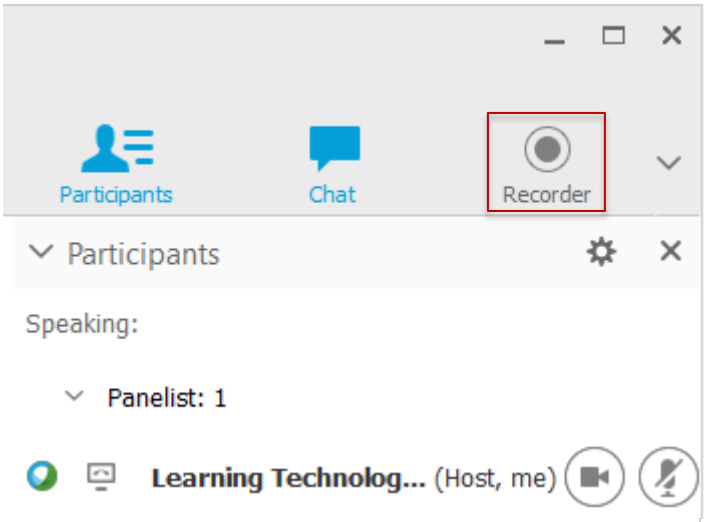
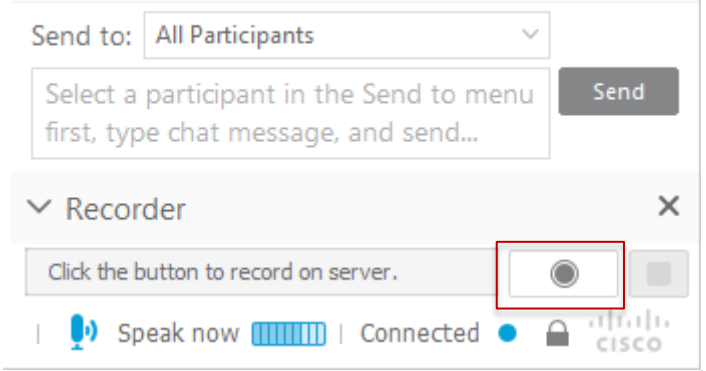
WebEx – Record a Lesson

Begin the Recording

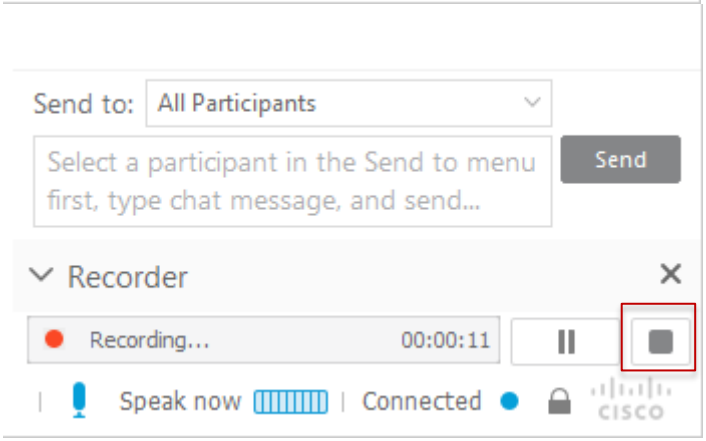
1. Open the recording options by Clicking on **Recorder**.



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



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

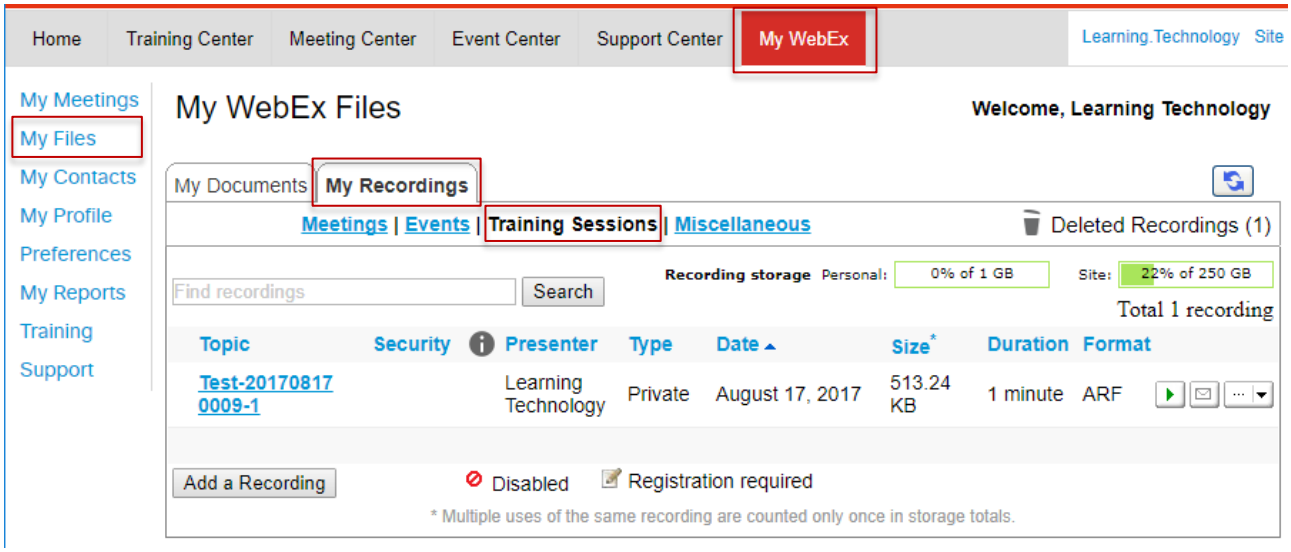


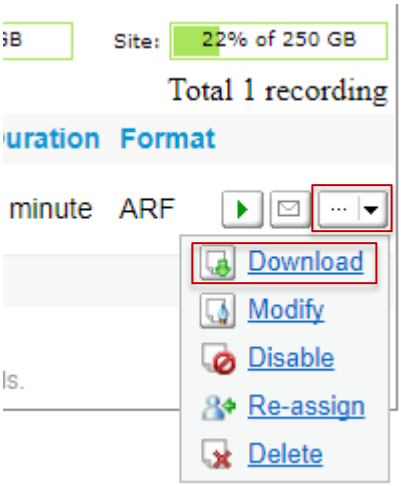
Find and Download the Recording

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**.



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

7. Click **Download**.