

Job Aid: Webex Meetings—Webex Recording

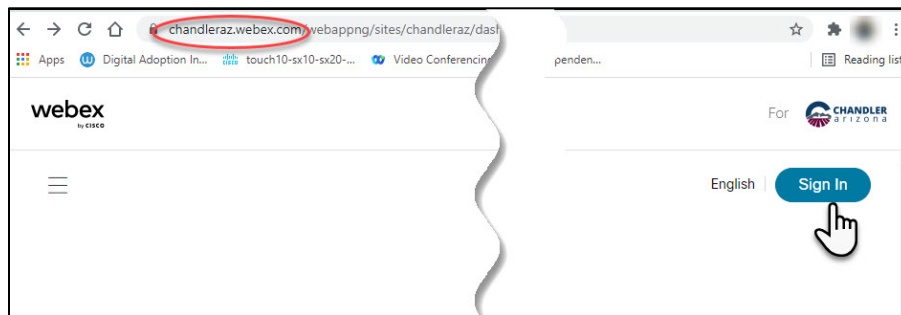
What are Webex Recordings?

The Webex application allows hosts to record their meetings. The recording can be saved online or on a PC, allowing the meeting host to review or share the file.

Recording locally allows for editing. If recording online, the meeting is encrypted in creation, in transit and in storage on the Webex Server.

Recording a Meeting

1. Go to chandleraz.webex.com. Click **Sign in** (Figure 1).



2. Enter your **City of Chandler** email address and password, and click **Sign In**.

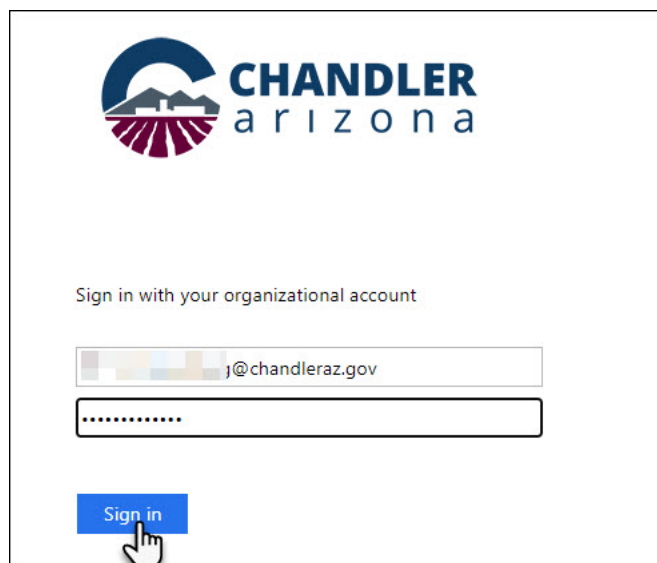


Figure 2

3. In your personal room, click **Start a meeting**.

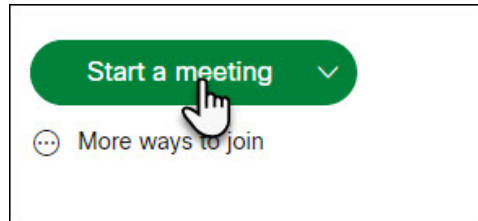


Figure 3

4. On the top menu select **Meeting > Recorder Settings > Record on My Computer** or **Record in Cloud** as shown in Figure 4.



Figure 4

5. Click **Record** (Figure 5).

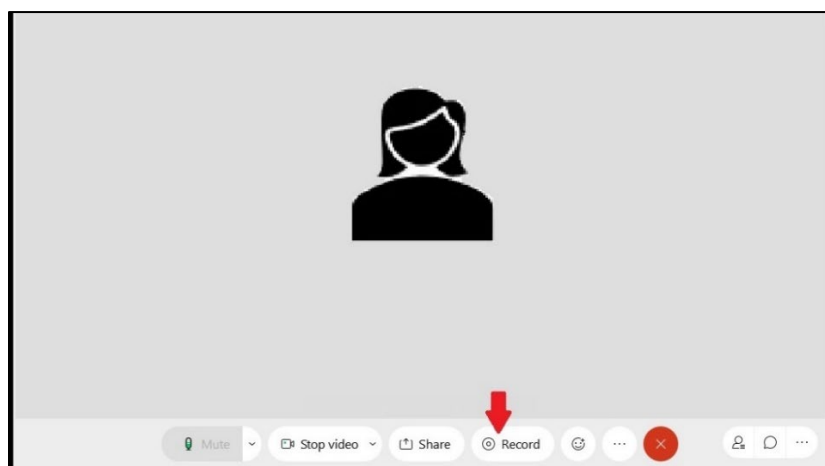
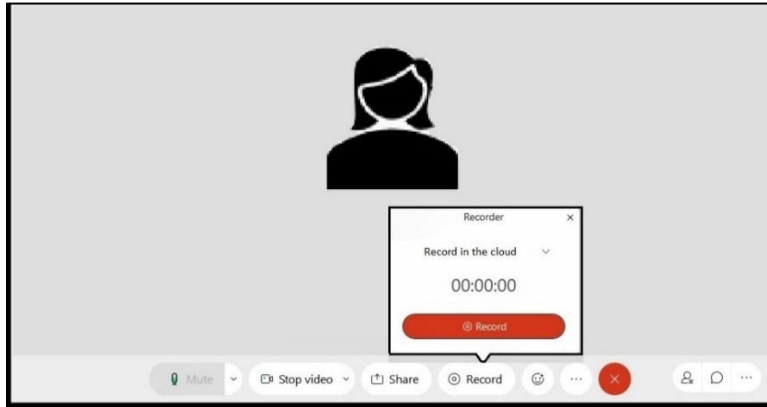


Figure 5

6. The **Recorder Timer** displays. Click **Record** (Figure 6).



7. **Pause/Stop** and **Resume/Stop** options display and can be used as need (Figure 7). Clicking **Stop** ends the recording.

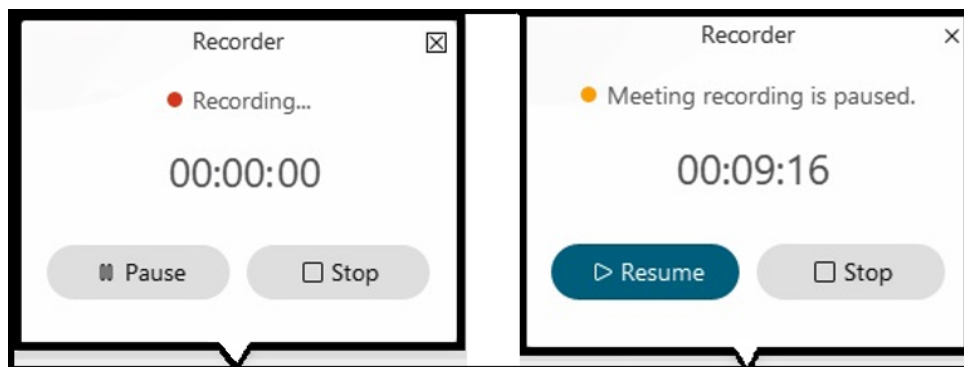


Figure 7

Playing and Sharing Video

The following section outlines how to play and share Webex meeting recordings.

1. Once the recording is stopped, an email is sent as shown in Figure 8. Click **View meeting content**.

Note: The email can take up to 30 minutes to be sent.

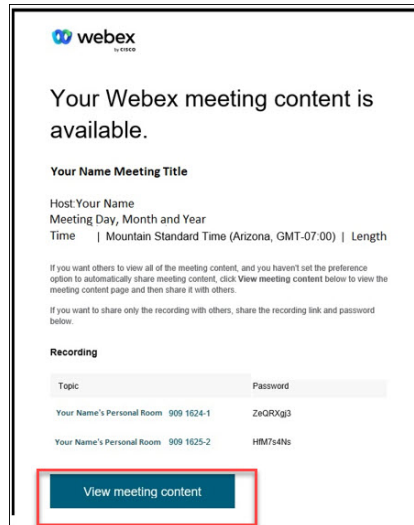


Figure 8

2. The Webex home page opens. Sign in as outlined in [Recording a Meeting](#).
3. Click **Recordings** on the left-hand menu as shown in Figure 9.

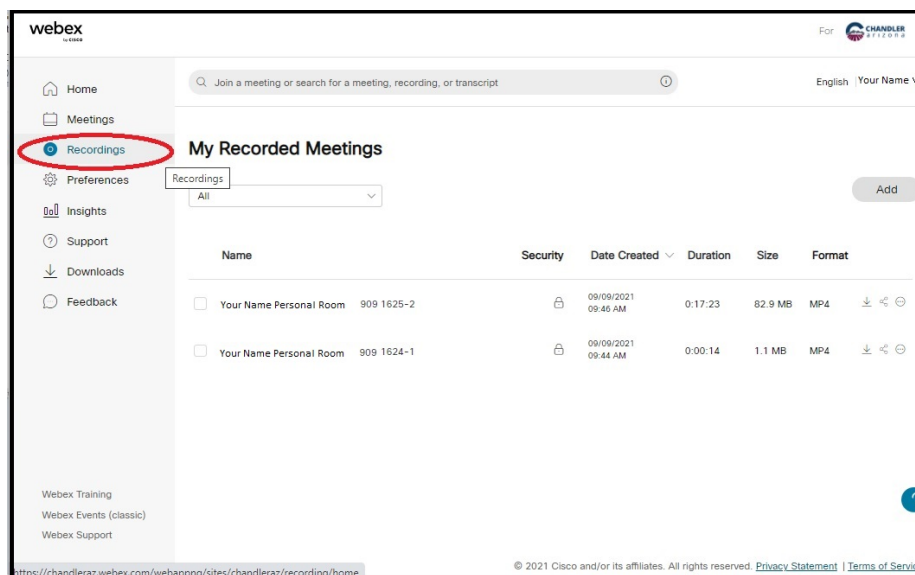


Figure 9

- To play the recording in a browser, **double click the name**. To download the recording, click on the **downward arrow**. To share the recording, click the **Share** icon as shown in Figure 10.

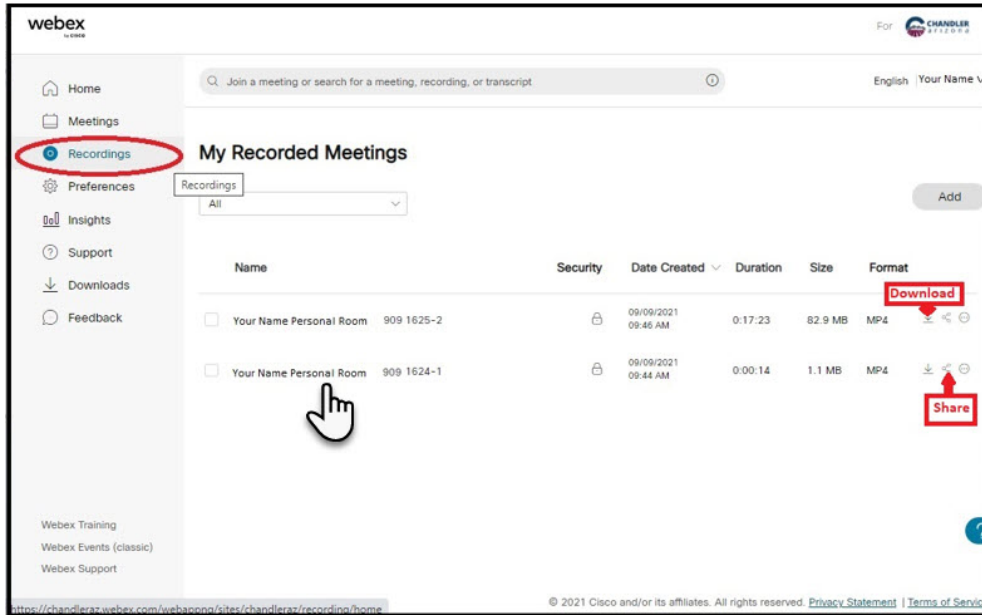


Figure 10