

## Record a School of Medicine Webex Meeting

You can record your Webex classes and meetings for people who can't attend or for those who need to refer back to what was discussed.

- Only the Host or an Alternate Host can record a meeting. The recording option is not available for other attendees.
- Recordings can only be managed by the Host account owner who created the recording.
- If an Alternate Host records the meeting, the meeting Host stills receives and owns the recording.
- Meetings started by phone cannot be recorded.
- Recordings are only saved to the cloud and cannot be downloaded.
- Please make your attendees aware you are recording.

When you are ready to record, mouse over your screen to bring up your menu. Click the Record button.

- If you are sharing your screen, your menu options will be at the top.



When the recording begins, you will have the options to either Pause and Resume or Stop the recording. When you Stop the recording, it will upload to the cloud for processing.

When processing is complete, you will receive an email with the link to your recording, which you can forward to others for viewing. You can also find your recordings in your Webex site by clicking Recordings in the left navigation bar.

- Please Note: Due to everyone moving to remote instruction and increased conference recordings, processing times will be much longer than usual.