



Managing Meeting Recordings

Meetings that you record on the server are automatically listed on the **Meeting Recordings** page.

Note that the recordings you see are limited to meetings you scheduled. If you are an alternate host for a particular meeting, you will not see its recording on your Recordings page nor will the system send you an email notification when the recording is ready even if you are the user who started the meeting or the recording. Contact the meeting scheduler if you require a recording for any meeting that you did not schedule.

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Recording Your Meeting

Recording a meeting is a great way to share meeting content with invitees who could not make the meeting or with other interested people. You can find links to the meetings you recorded on the Recordings page of your WebEx site if you are also the meeting scheduler.

Procedure

To record your meeting, select **Record** located at the top right of the meeting window. Recording begins immediately. At the end of your meeting the recording is saved to a file. For information on accessing and managing your meeting recordings, see the related topics.

Note You can stop and restart recording during your meeting, but doing so creates multiple recording files. To avoid creating multiple files, simply pause and resume the recording as necessary.

Related Topics

[Managing Meeting Recordings, on page 1](#)

Playing a Meeting Recording

Procedure

- Step 1** Sign in to your WebEx site.
The **Meetings** page appears.
- Note** If you are having sign in issues, make sure that cookies are enabled in your browser. You cannot sign in to Cisco WebEx if cookies are disabled.
- Step 2** Select the **Recordings** tab.
The **Meeting Recordings** page appears with the list of available recordings.
- Step 3** Locate the meeting recording that you want to access.
Tip If the meeting list is too long, search for the recording by entering a search term in the available box then selecting **Search**.
- Step 4** Do one of the following to play the recording:
- Select the topic name.
 - Select the drop-down arrow in the Options column and select **Play**.

The recording launches in a separate window.

What to Do Next

If you are using Chrome 32* and later or Firefox 27* and later, you may see a prompt to install a Cisco WebEx plug-in. Select **Download** and follow the instructions to install the required plug-in.

*The exact versions of Chrome and Firefox that are impacted by this policy have not been finalized as of the publishing of this document.



Note

After installing the plug-in, you may need to enable it.

- If you are using Chrome, select the plug-in icon that displays on the top right of your page, check the **Always allow plug-ins...** option and select **Done**.
- If you are using Firefox, select the plug-in icon that displays at the beginning of your URL (before https:) and select **Allow and Remember**.

If the playback doesn't start automatically, refresh the page.

Related Topics

[Managing Meeting Recordings, on page 1](#)

[Recording Your Meeting, on page 1](#)

Sharing a Meeting Recording

Procedure

- Step 1** Sign in to your WebEx site.
The **Meetings** page appears.
- Note** If you are having sign in issues, make sure that cookies are enabled in your browser. You cannot sign in to Cisco WebEx if cookies are disabled.
- Step 2** Select the **Recordings** tab.
The **Meeting Recordings** page appears with the list of available recordings.
- Step 3** Locate the meeting recording that you want to access.
Tip If the meeting list is too long, search for the recording by entering a search term in the available box then selecting **Search**.
- Step 4** Select the drop-down arrow in the Options column and select **Share**.
The **Share Recording** window appears.
- Step 5** Enter the requested information and select **Send**.
An email is sent to the users you indicated with instructions on how to access the meeting recording.
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Related Topics

- [Managing Meeting Recordings, on page 1](#)
- [Recording Your Meeting, on page 1](#)

Deleting a Meeting Recording

Procedure

- Step 1** Sign in to your WebEx site.
The **Meetings** page appears.
- Note** If you are having sign in issues, make sure that cookies are enabled in your browser. You cannot sign in to Cisco WebEx if cookies are disabled.
- Step 2** Select the **Recordings** tab.
The **Meeting Recordings** page appears with the list of available meeting recordings.
- Step 3** Locate the meeting recording that you want to access.
Tip If the meeting list is too long, search for the recording by entering a search term in the available box then selecting **Search**.
- Step 4** Select the drop-down arrow in the Options column and select **Delete**.
A **Delete Recording** confirmation window appears.
- Step 5** Select **OK** to confirm.

The recording is deleted and a confirmation appears at the top of the **Meeting Recordings** page.

Related Topics

[Managing Meeting Recordings, on page 1](#)

[Recording Your Meeting, on page 1](#)