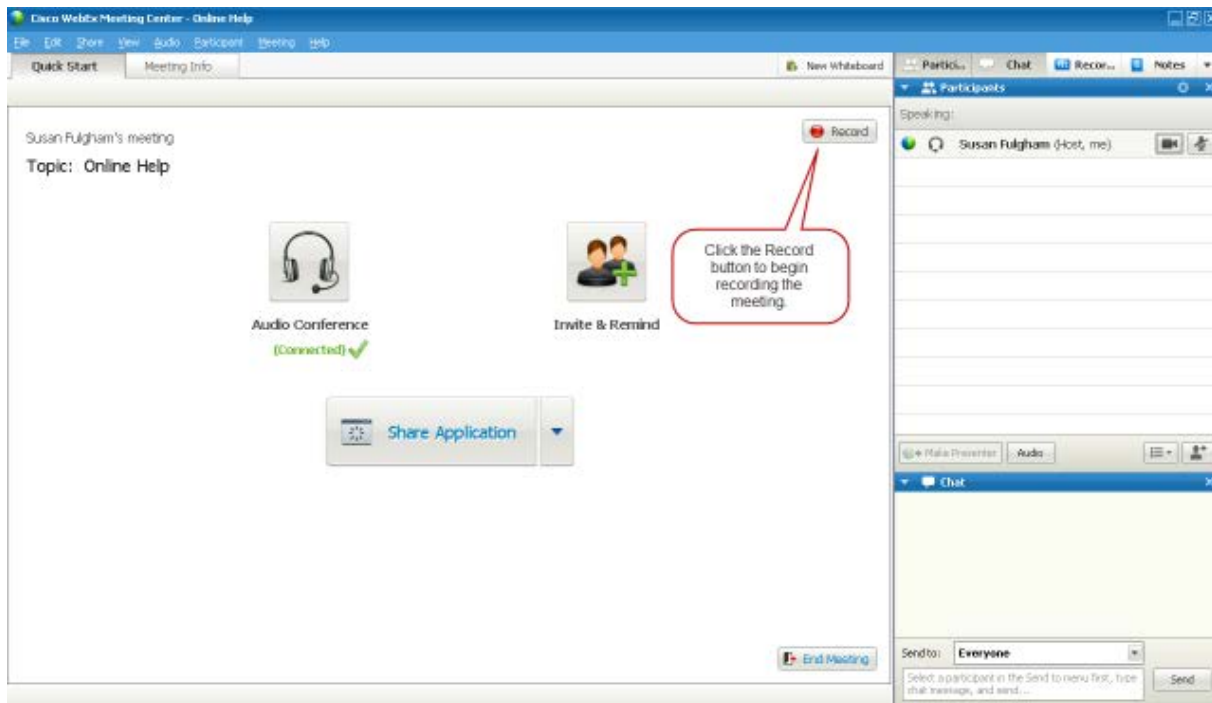


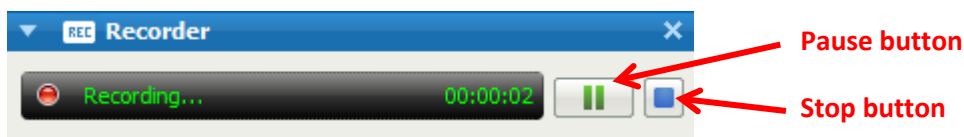
Recording and Playback of a Recorded WebEx Meeting

Recording a WebEx Meeting

If you plan on recording the session to allow students to view the meeting at a later time, while in the Meeting window, click the **Record** button.



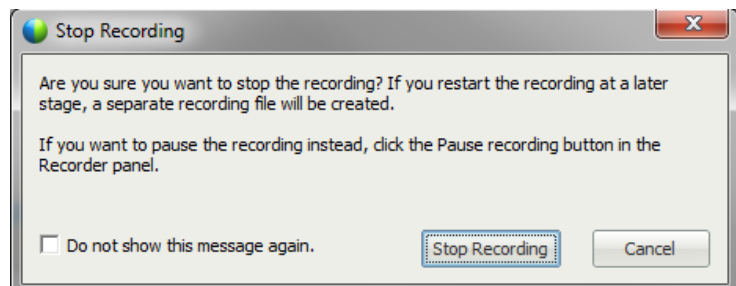
The Recorder panel appears with a timer, pause, and stop buttons



The **Pause** button allows the recording to be paused momentarily until you are ready to continue recording.

The **Stop** button stops the recording and begins processing the recording for later playback.

Selecting the **Stop** button will give you a warning message to make sure you are ready to stop recording. Select **Stop Recording** to begin playback processing.



Playback of a WebEx meeting

If you have recorded your meeting, you can allow your students to listen to the recording of the meeting.

Step 1: After logging into WebEx, go to “My Recorded Meetings” under “Host a Meeting” on the left pane.

West Texas A&M UNIVERSITY

Welcome Meeting Center Event Center Support Center More Services My

New User Reference

Attend a Meeting

- Browse Meetings
- Unlisted Meeting
- Register

Host a Meeting

- Schedule a Meeting
- My Meetings
- One-Click Meeting
- My Recorded Meetings**

Browse Meetings

Search for meetings by host, topic, or words in the agenda:

Today Daily Weekly Monthly

Wednesday, November 30, 2011

Show past meetings Show only meetings that require registration

Time	Topic
9:00 pm	WebEx Meeting 2

Step 2: Click on the name of the meeting.

My Recorded Meetings Recording storage 49% of 1GB

Find recordings Search

Total 2 recordings

Topic	Size*	Create Time	Duration	Format
Test-20111122 1549-1	2.76MB	11/22/11 9:52 am	1 minute	ARF
Practice EDT-20111122 1510-1	1.36MB	11/22/11 9:14 am	1 minute	ARF

Add recording Disabled Password required

Step 3: Copy the Streaming recording link and paste it into a page or Course Mail message to your students. An alternate is to use the “Send Email” button to send an email to your email account and then copy and paste the information into a WTclass Course Mail message.

Recording Information: Practice EDT-20111122 1510-1

Topic: Practice EDT-20111122 1510-1

Create time: 11/22/11 9:14 am

File size: 1.36MB

Duration: 1 minute

Description:

Streaming recording link: <https://wtamu.webex.com/wtamu/ldr.php?AT=pb&SP=MC&rlD=99078727&rKey=54cb190985dbfdaf>

Download recording link: <https://wtamu.webex.com/wtamu/lsr.php?AT=dw&SP=MC&rlD=99078727&rKey=c47936b372c46483>

* You can click the icon to quickly copy the URL and paste it in an email message.

Play Recorded Meeting Now

You can view your recorded meeting by clicking **Play Now**.

If you want to download the recording, click [here](#).

Share My Recording

You can send an email to share your recording with others by clicking **Send Email**.

If you want to use your local email client to send the email click [here](#).