



## How to Record a WebEx Meeting

Jeff Clark - 2023-06-16 - \*M1 Student Materials\*

### Webex Recording Options:

1. **Cloud Recording-** Files are posted to your [FAU.Webex.com](https://FAU.Webex.com) account within an hour of the completion of the meeting. Recordings are available for viewing and download from the cloud for **180 days**.
2. **Computer Recording-** Files are downloaded to your local computer after the meeting finishes. The file remains on your computer indefinitely. This method tends to be less reliable than the cloud option, due to the possibility of computers freezing or loss of internet.

### How to Record:

## How to Download Recordings from the Cloud:

*Hosts can download their own recordings and share links with others to download and play the recordings too. Alternate hosts, cohosts, and attendees must reach out the host for the download link and password (if required).*

1. Sign in to [FAU.Webex.com](https://FAU.Webex.com).
2. Locate the "RECORDINGS" option on the left-hand menu.
3. Locate your meeting of interest.
4. Download the MP4 video file.
5. If you would like the video posted for dissemination, create a COMSupport.FAU.edu IT ticket with the recording link, title, date, and time of the recording. Ed Tech can assist with posting video recordings to Mediasite.

#### Tags

Recording

Recordings

Webex