# WebEx Basics
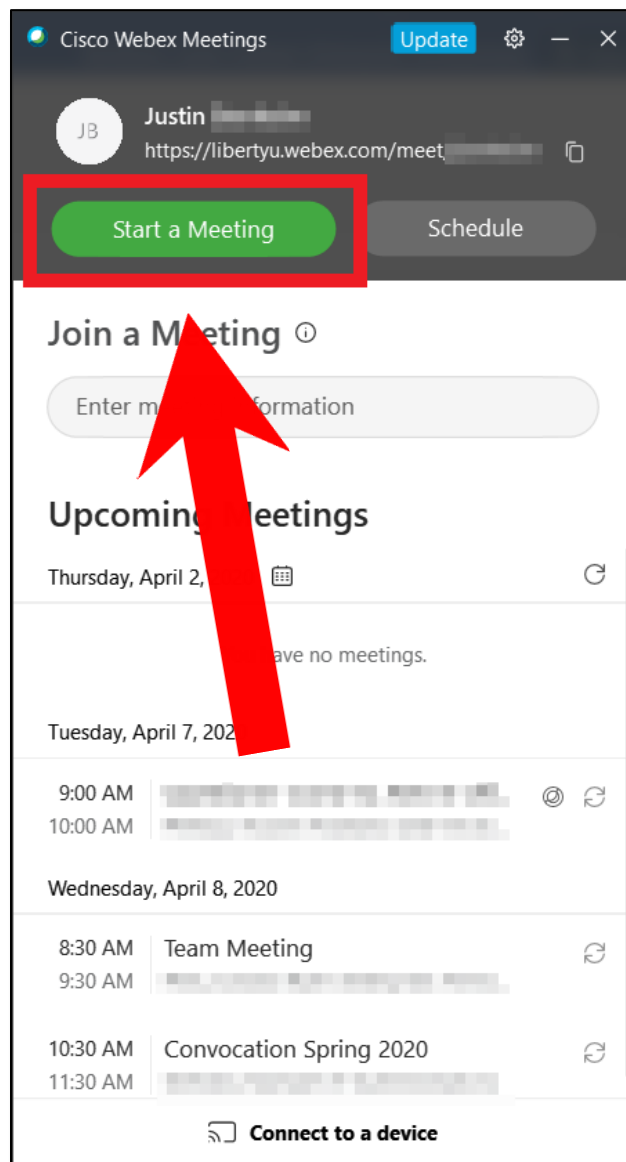
## Recording a Meeting
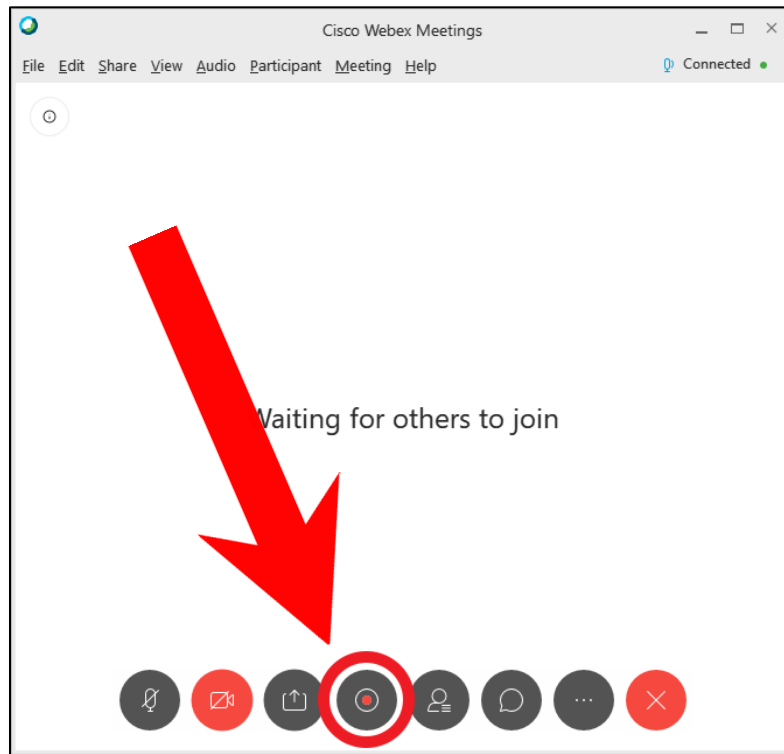
### Start a Webex Meeting

1. Open up your **Cisco Webex** application or go to [liberty.webex.com](liberty.webex.com) and sign in with your Liberty credentials

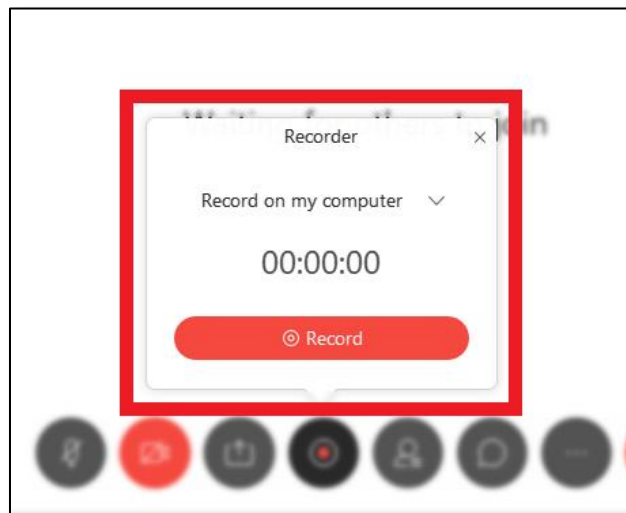2. Select the green **Start a Meeting** button
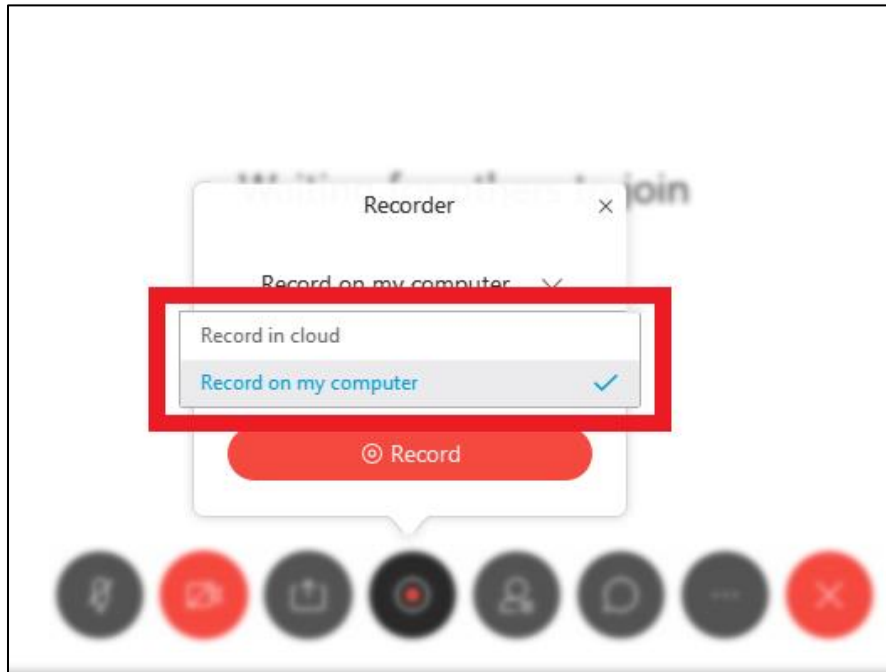
## Record a meeting

1. To begin a recording **Click the Record Icon** from the list of options at the bottom



2. The **Recorder Window** will pop up

3. From here you have the option to record to your **computer**, or record to the **cloud**



4. Once you have chosen a recording location, the **Recorder** will appear. The panel will change based on where you are recording to. If you are recording to **the cloud** the recorder will only have a play and stop options, but if you are recording **to your computer** you will get the recorder panel
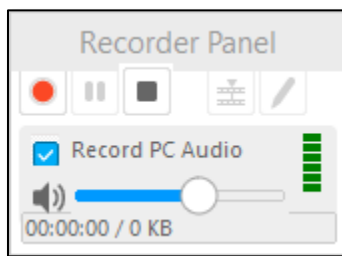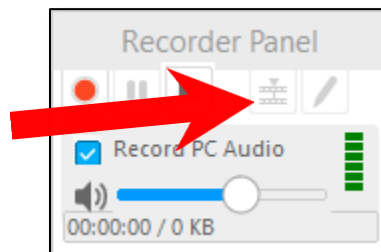


5. When using the **Recorder Panel**, you will be able to control a variety of options. To begin the recording, select the **Record** button
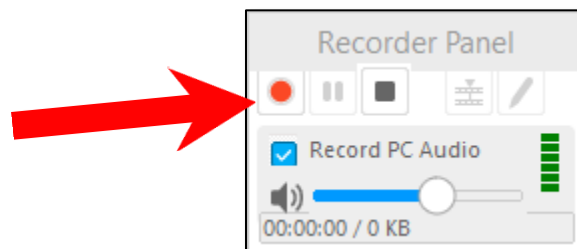
6. To **Pause** the recording, press the pause button. You can also resume the recording after pausing it with the **Play** button that will appear



7. You can add markers into the recording by pressing the **Insert Marker** button



8. If you would like to just record audio from the users in the meeting, and not any computer audio such as notifications, uncheck the **Record PC Audio** box. You can also adjust audio levels by using the slider below
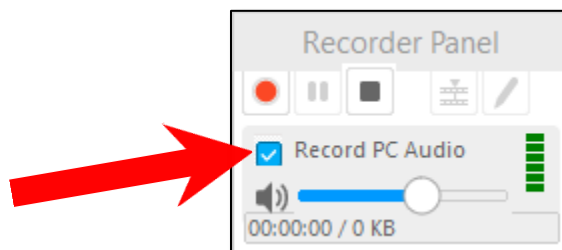


9. Once you are done with the recording, simply press the **Stop Button** to end the recording and save it
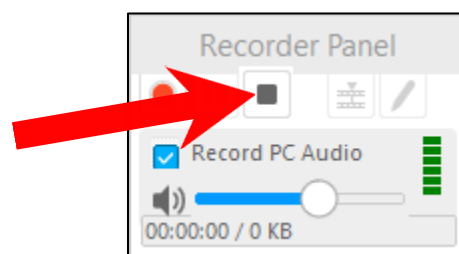
## Accessing your recorded meeting

1.  Once you have ended your recording, it will automatically save it to your chosen location. If you have chosen to save it to your computer, it will appear as a **Webex file**. If you have chosen to save it to the cloud, you will have to **go online to access it.**

2.  To access your recording online, go to liberty.webex.com and sign in with your Liberty credentials and select the **Recordings** tab from the left menu
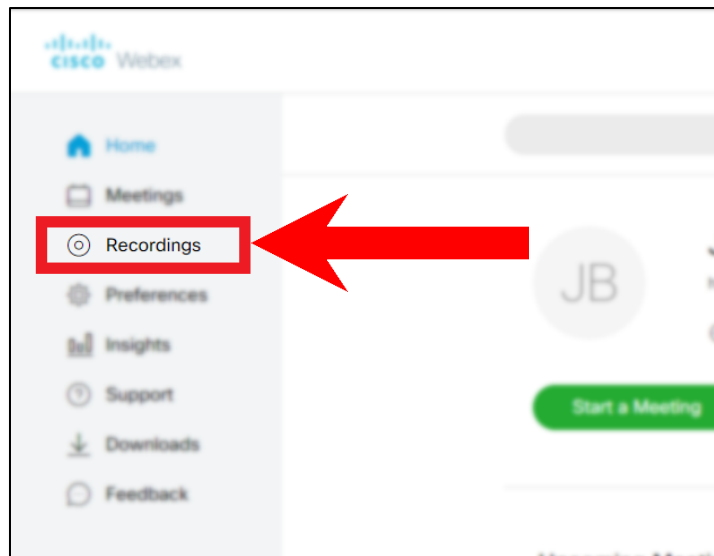


3.  From here, you will be able to see all of your recorded meetings that you have **saved to the cloud**

4. You can also choose to **Download, Share, or Edit** your recording by using the options on the right

Justin ███████ Personal Room-20200403 2002-1      🔒    04/04/2020 02:32 AM    ⬇ ⌁ ⋯

## Contact Information

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