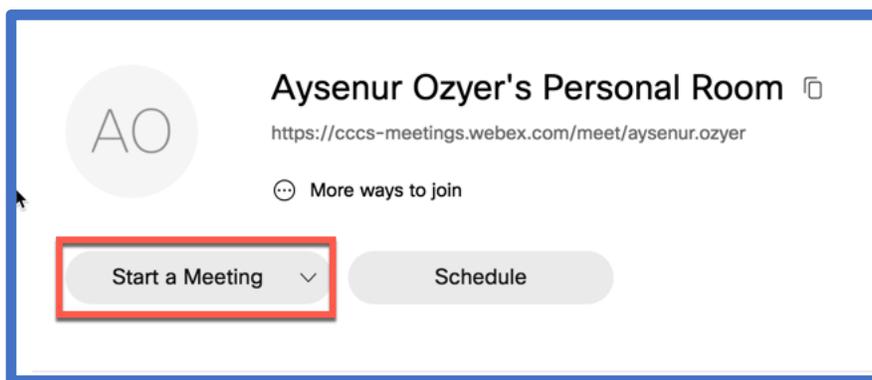
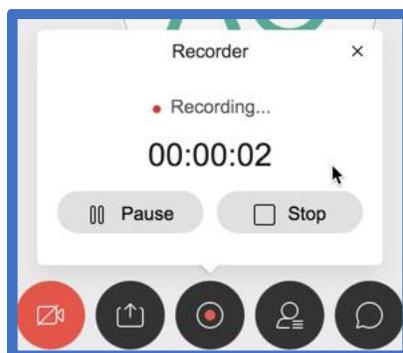
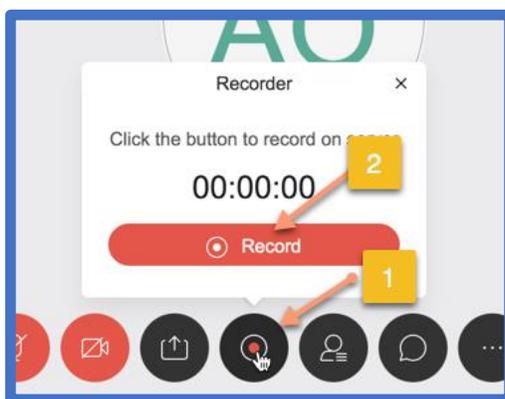


HOW TO RECORD AND SHARE YOUR LECTURES IN WEBEX BROWSER

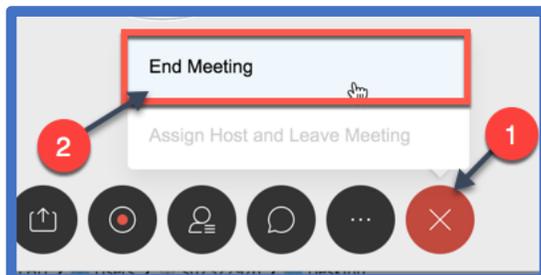
1. This document will show you how to record your WebEx meetings **while using WebEx in your browser**. If you are using **WebEx Meetings Desktop app** to conduct your meetings, please refer to the other guide.
2. Log in to your WebEx account by going to <https://cccs-meetings.webex.com> and click Start a Meeting button.



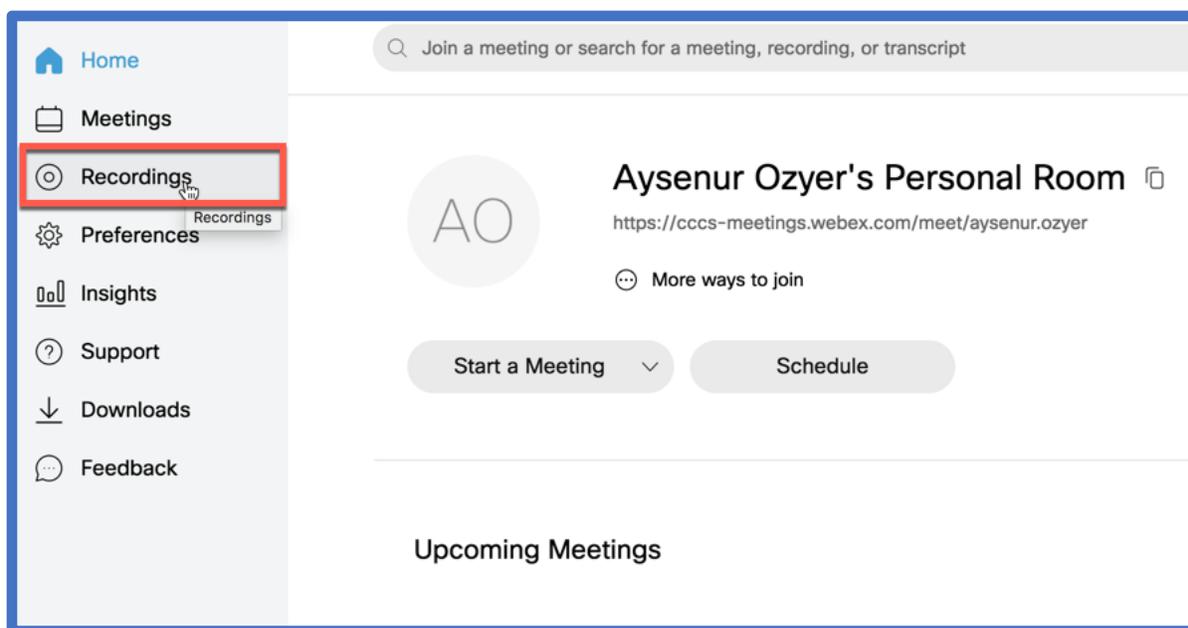
3. Click the Record button. Your meeting will be recorded on the cloud.



- Once you have finished your meeting click End Meeting. This will end your recording as well and send it to WebEx cloud to be processed.



- You can see the current status of all of your recordings by going to your WebEx profile and clicking on the Recordings on the left side.



- You can see a list of your past recordings on this page. If a recording is not yet available to watch, it will say "Generating..." next to its name. The processing times depend on the length of your recording so if you have recorded a full lecture, it might take a day. WebEx will send an email to your CCD email address once your recording is ready to be viewed.

My Recorded Meetings

All

Name	Security	Date	Duration	Size	Format
Aysenur Ozyer's Personal Room	Generating...				
<input type="checkbox"/> Aysenur Ozyer's Personal Room-20200708 1834-2		07/08/2020 12:36 PM	0:00:09	94.5 KB	MP4
<input type="checkbox"/> Aysenur Ozyer's Personal Room-20200708 1833-1		07/08/2020 12:36 PM	0:00:10	111.0 KB	MP4
<input type="checkbox"/> CCD ESL SME Meeting #2 Shared by Grace Whiteaker		05/01/2020 11:34 AM	1:17:22	68.6 MB	MP4
<input type="checkbox"/> CCD ESL ID Meeting		04/28/2020	0:52:41	55.1 MB	MP4

- Once generating is complete, you will get an email from WebEx indicating that your recording is ready to be watched.

Your Webex meeting content is available: Aysenur Ozyer's Personal Room

messenger@webex.com <messenger@webex.com>
 Ozyer, Aysenur
 Wednesday, August 12, 2020 at 1:26 PM
[Show Details](#)

CAUTION: This email originated from outside of the Colorado Community College System. Do not click links or open attachments unless you recognize the sender and know the content. Contact your college IT Help Desk if you have any questions.

Your Webex meeting content is available.

Aysenur Ozyer's Personal Room

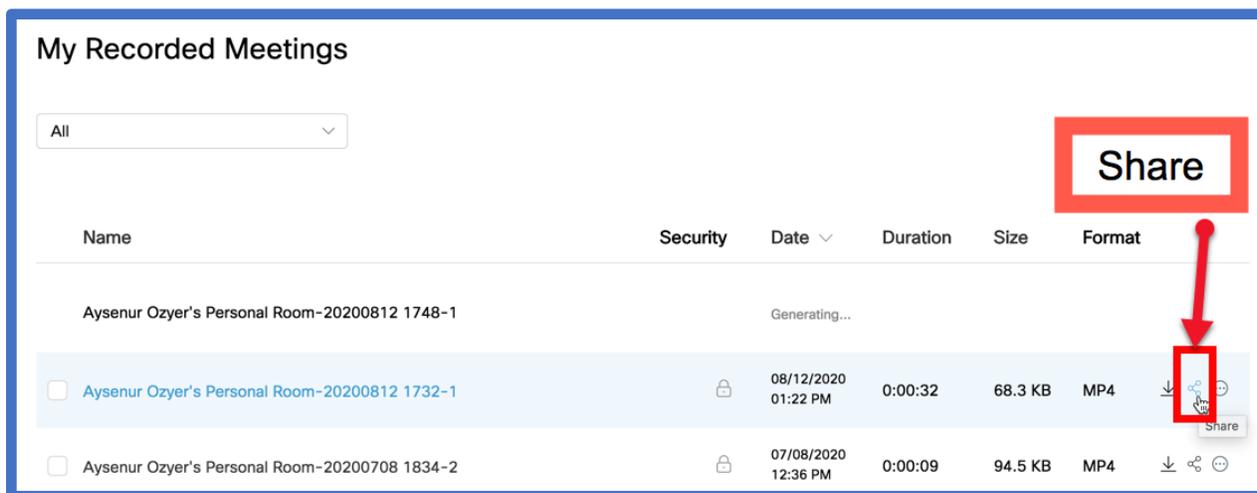
Host: Aysenur Ozyer
 Wednesday, August 12, 2020
 11:31 am | Mountain Daylight Time (Denver, GMT-06:00) | 1 min

Recording

Topic	Link	Password
Aysenur Ozyer's Personal Room-20200812 1732-1	View	NfaMhzB4

[View meeting content](#)

- Once you received this email, you can log in to your WebEx profile, click Recordings on the left side and see the list of recordings. Click Share icon next to each recording to get a direct link to that recording.

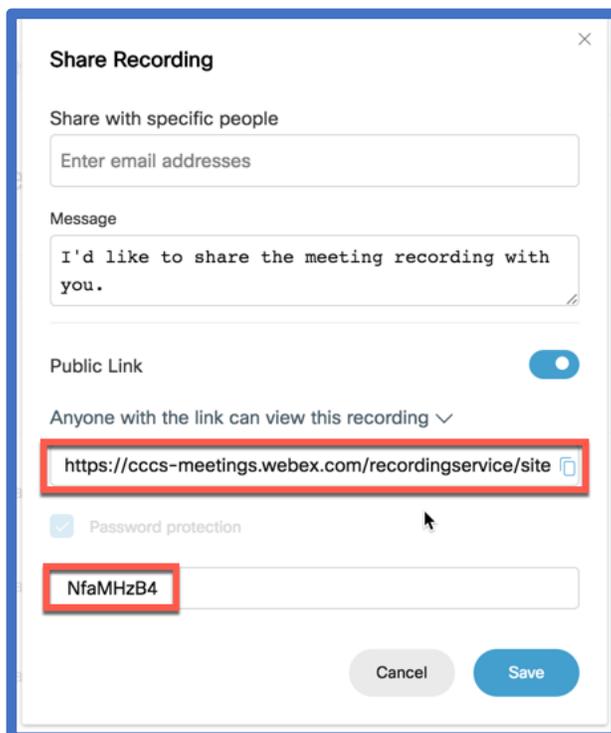


My Recorded Meetings

All

Name	Security	Date	Duration	Size	Format	
Aysenur Ozyer's Personal Room-20200812 1748-1		Generating...				
<input type="checkbox"/> Aysenur Ozyer's Personal Room-20200812 1732-1		08/12/2020 01:22 PM	0:00:32	68.3 KB	MP4	 Share
<input type="checkbox"/> Aysenur Ozyer's Personal Room-20200708 1834-2		07/08/2020 12:36 PM	0:00:09	94.5 KB	MP4	

- Copy **the link and the password**. Paste them into your D2L course either as an announcement or a content so students can access the recording.



Share Recording

Share with specific people

Enter email addresses

Message

I'd like to share the meeting recording with you.

Public Link

Anyone with the link can view this recording

<https://cccs-meetings.webex.com/recordingservice/site>

Password protection

NfaMHzB4

Cancel Save