


# RECORDING IN WEBEX MEETINGS

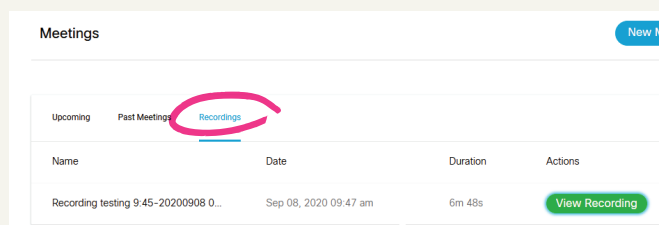
Please note that you **CANNOT** schedule “auto recording” when setting up the classes/meetings.

In your Webex class/meeting, you can start the recording manually by pressing the recording button , and selecting the location you would like to save your recording, e.g. to the cloud or your local computer.



1

To manage your recordings, please go to Webex plugin on Moodle and click “Recordings”



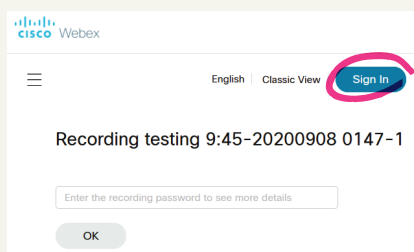
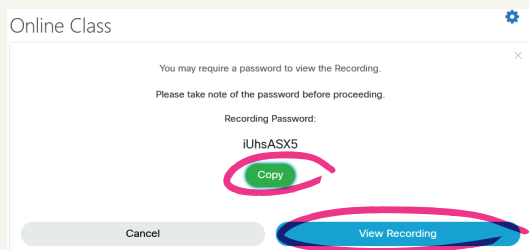
2

For managing your recording, please click

[View Recording](#)

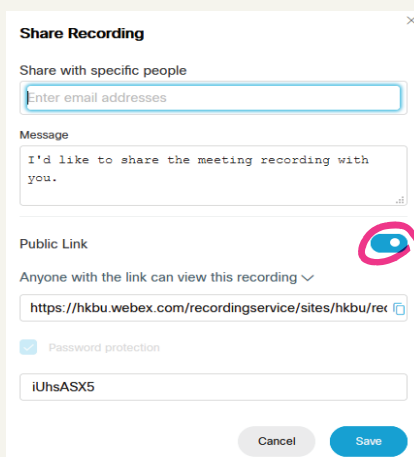
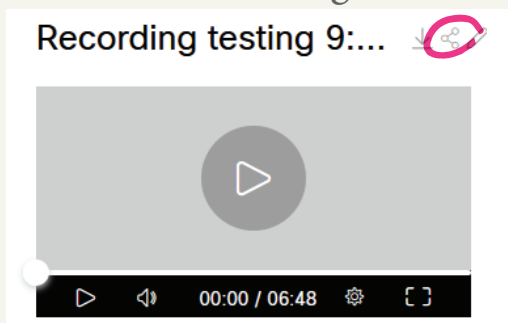
Click “Copy” then “View Recording”

Click “Sign In” and input your SSOid



3

Click  to enter the setting of “Share Recording”



You can disable sharing to the public by turning off “Public Link”.