# RECORDING MEETINGS IN WEBEX

RECORD A MEETING

By default, only the host of the video call, in this case, the instructor, can record the meeting in Webex.

Once the meeting is set up and the participants are present, you can start recording your meeting.

Your recordings can either be saved on your course in UM Learn or on your local computer. Recordings will include the participants' audio and video, content shared during the meeting, and public chat messages.
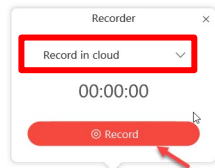
RECORD IN YOUR UM LEARN COURSE (CLOUD)

1. Click the **Record** button. The **Record** button is at the bottom of the window.
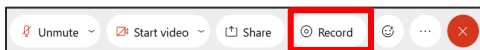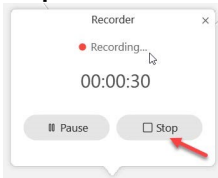

Note: If you do not see the record button, you may not be the host of the meeting.

2. Select **Record in cloud**, and then click **Record**.

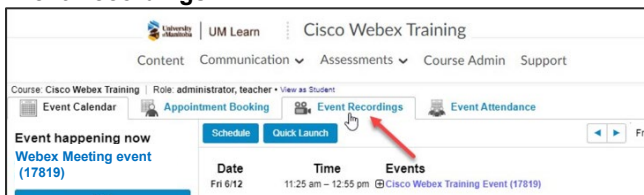3. To stop recording, click the **Record** button, and then click **Stop**.

Note: Recordings can take up to 24 hours to show up in the Event Recordings list in your course in UM Learn.
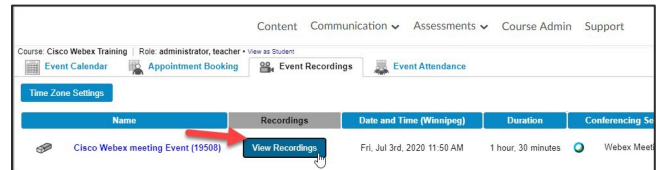
STREAM RECORDINGS IN UM LEARN

1. Log into UM Learn (https://umanitoba.ca/umlearn) and open your course.
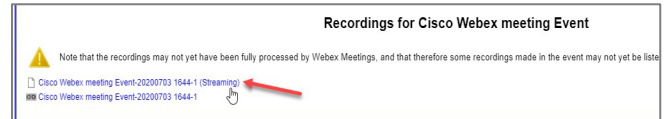

2. Click **Communication**> **Cisco Webex**, and then click the **Event Recordings** tab.

3. Click **View Recordings**.

4. Select the meeting event name of your meeting session (labeled with **streaming** at the end) to view the recording.
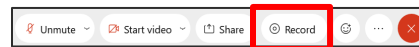

Note: Downloads are not enabled in UM Learn. If you want to download recordings from UM Learn, contact IST Service Desk (servicedesk@umanitoba.ca or 204-474-8600).
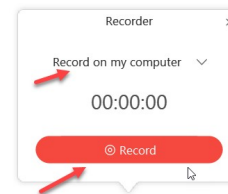
RECORD ON YOUR LOCAL COMPUTER

The local recording is saved in MP4 format with the name and folder of your choice.
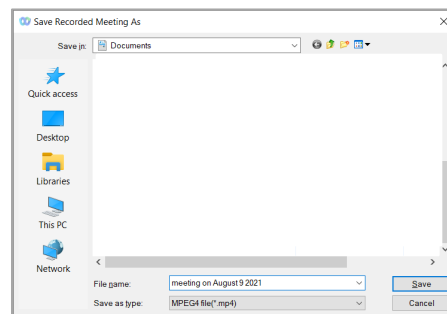
1. Click the **Record** button.

2. Select **Record on my computer**, and then click **Record**.

3. Name the recording file and indicate where it will be saved on your computer, and then click **Save**.

4. To stop recording, click the **Record** button, and then click **Stop**.

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