# Cisco Webex Meetings
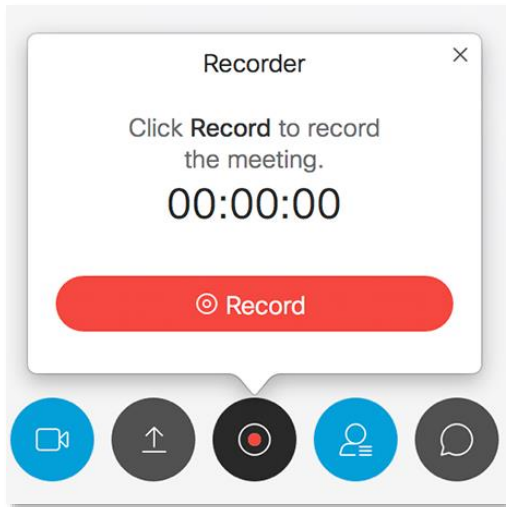
## Enhanced Recordings

*Record sessions for those who can't attend or who want to refer back later!*

**Recorder** ✕

Click **Record** to record the meeting.

**00:00:00**

◉ Record

---

## RECORDING TOOL DETAILS

### Not your ordinary recording.

Life is busy and there may be times that classes and meetings are simply missed!  Recordings allow students and colleagues some flexibility when it's needed.  Here are some things to think about when recording.

**A** **Make the Announcement**
Be sure that everyone is aware the class or meeting is being recorded.  The meeting window does display an icon in the top right corner, but some may not notice it.

Record

**B** **What's Included**
Webex recordings hold a wealth of information!  The audio, the video(s), the shared content, the participant list (with join/leave times), chat history, polling info and transcripts. You can also pick and choose which of these are included in a download.

**C** **Retrieving/Sharing Your Recording**
All your recordings are housed in your Webex Site at episd.webex.com.  You have the ability to download or share directly from there.  You can also take it a step further and host the recording on MS Stream, YouTube or OneDrive and place it into Schoology.

| Name | Security | Date ⌄ | Duration | Size | Format |   |
|------|----------|--------|----------|------|--------|---|
| Sample Teacher's Recording | 🔒 | 03/26/2020 08:11 PM | 1:05:12 | 142.1 MB | MP4 | ↓ ⤴ ⋯ |

**D** **Adjusting Settings**
In your Webex site, under preferences, you have the ability to adjust your recording settings and even the recording feed view if needed.

Video thumbnails view     Active speaker view     Content-only view  (no pa

---