



May 27, 2016

Recording WebEx Meeting to Local Computer

OVERVIEW

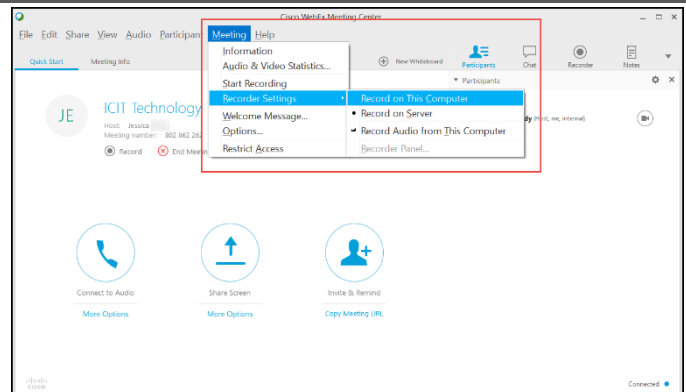
This guide will walk you through the steps to record a WebEx meeting locally to your computer.

Note: To play and edit a WebEx recorded meeting you must install the WRF WebEx Recording Editor found here: <https://www.webex.com/play-webex-recording.html>

Note: You can only record the audio from your computer in this WebEx meeting. Other user's audio will not record during this meeting.

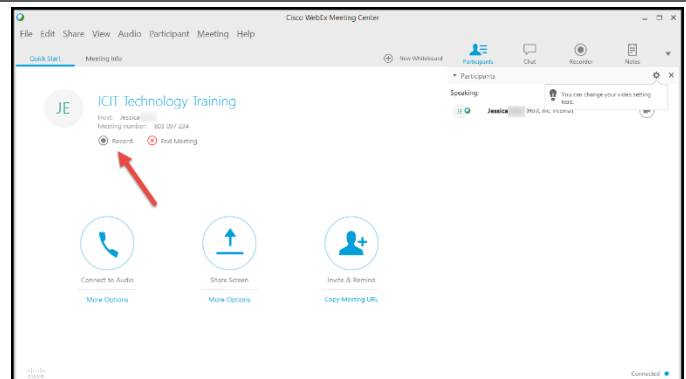
Set Meeting Recorder to Save on Local Computer


- Step 1.** Launch a WebEx meeting.
- Step 2.** Select **Meeting > Recorder Settings > Record on this computer.**
- Step 3.** Select **Record audio from this computer** if not already selected.



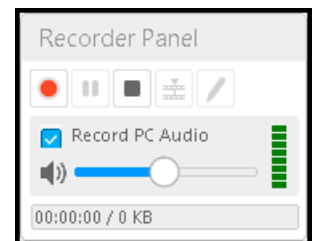
Record Meeting

- Step 1.** From the main WebEx meeting screen, click the **Record** button to start recording your meeting.
- Step 2.** Select the location to save your meeting, then click **Save**.



Step 3. Click the  (Record) button to start recording.

Use the recorder panel to stop, pause, and continue recording your meeting.

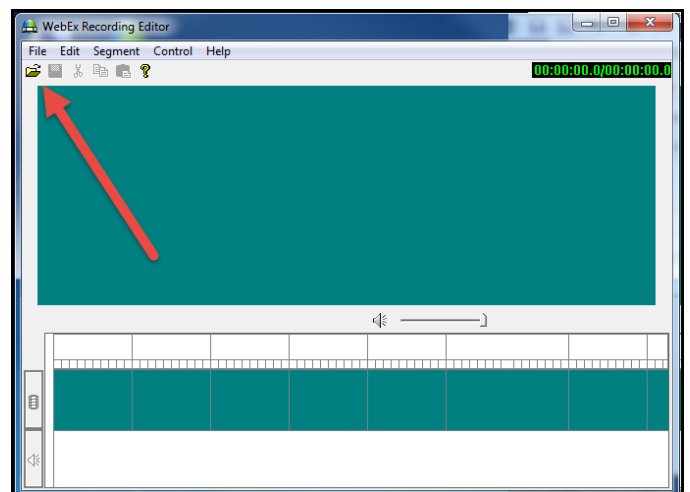


Converting Meeting to WMV

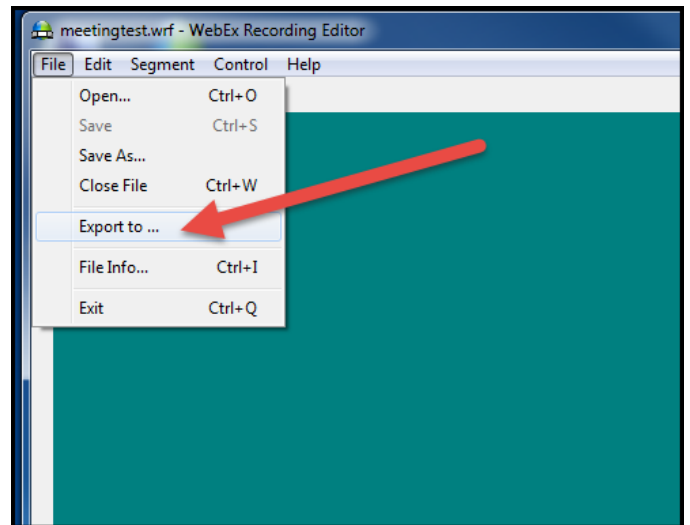
Step 1. Open the WebEx Recording Editor software installed on your computer. See link at top of page to download WebEx Recording Editor Software.



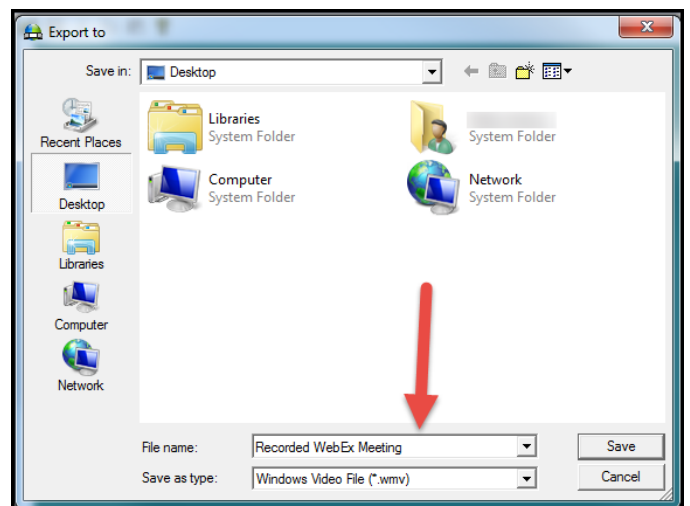
Step 2. Open and select your saved recorded WebEx meeting.



Step 3. Select **File > Export To** from the file menu.



Step 4. Select the location to save your file. Enter the file name in the “File Name” box below. Make sure to save your file as a Windows Video File (wmv).



Step 5. Click **OK** to convert your file.



Once the export is complete, your file should now be available in wmv format in the location you selected in step 5.



Need Help?

For help, please contact the TSC Helpdesk at helpdesk@uww.edu.