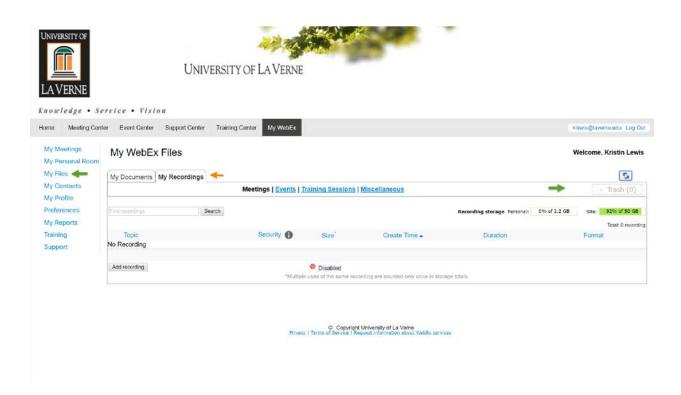# WebEx Recording Space

HOW DO I FREE SPACE IN MY RECORDINGS FOR MY WEBEX ACCOUNT?

Anyone who has reached the limit of storage can download the recordings to OneDrive or any other storage site they use.

Once they download and save the file they can delete the file by following these simple steps:

Log into your WebEx account:
Go to My WebEx
Go to My Files
Go to My Recordings
Look for Trash on the right hand top
Empty the trash

This should free up your space to continue recordings in the future.