**Topic: Recording a WebEx Meeting**

Many times it may be beneficial for a meeting to be recorded. Recorded meetings can be viewed by anyone with whom you share the recording.

1. Login to WebEx at [https://mnsuc.webex.com](https://mnsuc.webex.com)
2. Once inside of a WebEx meeting click either one of the **Record** buttons.

- The recording can be paused at any time and restarted if desired. Once completed simply click the stop button.
4. Once completed, the WebEx account owner will receive an email with a link to the recording that can be shared as desired.
FW: Your recording "test-20140923 1919-1" is available for viewing

Brandyn Sauer

To: Louis Johnson

Brandyn

From: messenger@webex.com [mailto:messenger@webex.com]
Sent: Tuesday, September 23, 2014 2:38 PM
To: Brandyn Sauer
Subject: Your recording "test-20140923 1919-1" is available for viewing

Brandyn Sauer,

Your recording is now available on the WebEx service site. Click the link below to play it:

https://mnscc.webex.com/mnscc/meeting.php?RID=a3f5a71cc07e4d697aabd9fe3c4201

test-20140923 1919-1
Tuesday, September 23, 2014 2:19 pm Chicago Time
41 sec

* You can forward this message to others to allow them to play back the recording. *

Additional Options

To edit recording information and playback control options, click the link below:
https://mnscc.webex.com/mnscc/editrec.php?RID=a5bf5d604394868631f5e979b3a35f

To view more options for this recording, such as downloading, click the link below:
https://mnscc.webex.com/mnscc/viewrec.php?RID=5c188443a980c49808e1c21a301df55

To view all your WebEx Meeting Center recordings, click the link below:

http://www.webex.com

5. If the email gets lost or you want to access a past recording, all recordings will be housed under the account of the WebEx account holder as shown below:
6. Clicking the Email button will provide the ability to add the email addresses of all those who should receive the link to the recording.
For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.