

## WebEx (For Faculty & Staff use)

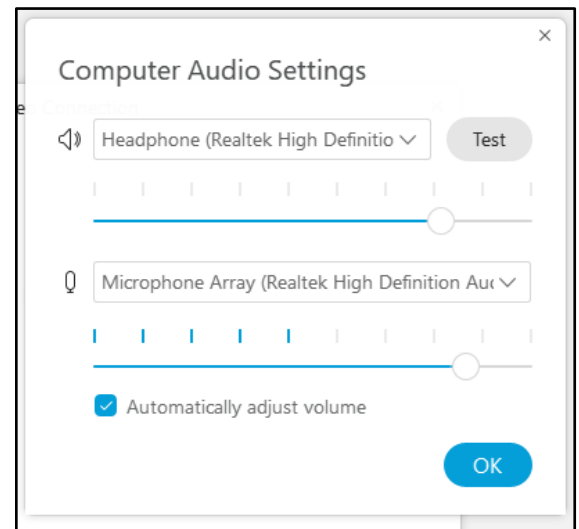
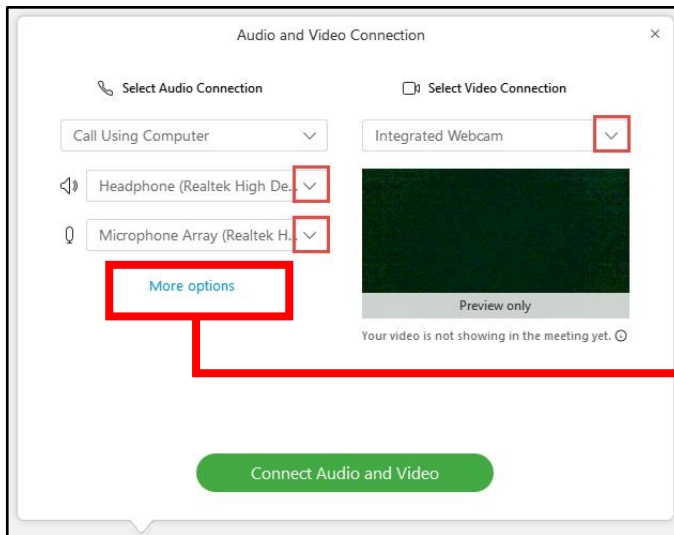
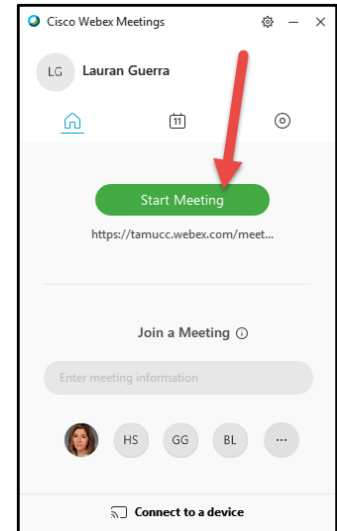
### Recording Sessions with WebEx

Step 1. From the computer's desktop, open the "Cisco WebEx Meetings" application. Enter your TAMU-CC email address, then when prompted to enter the "site URL" type "tamucc.webex.com". You will need to authenticate as normal with Duo.

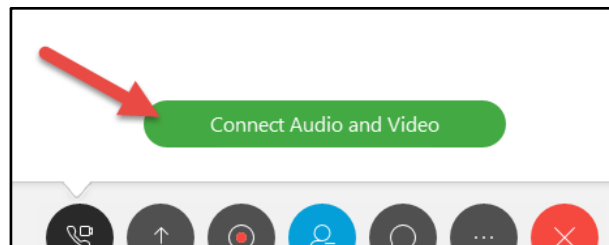
Step 2. Once logged in, click the green "Start Meeting" button.

Step 3. Use the "Audio and Video Connection" window to set your microphone and camera to your liking. Use the drop down menus to select the mic/camera you want to use.

Step 4. Click the "more options" button to test the volume levels of your mic. You will see vertical blue lines jump around on the microphone line as you speak. **Make sure these lines AT LEAST reach the midway point** as shown to ensure your audio levels are high enough. You can use the horizontal bar below the vertical audio bars to raise the level of your mic.

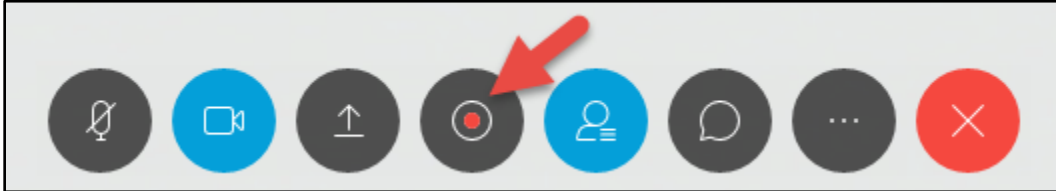


Step 5. Click the green "Connect Audio and Video" button when you are done. (Note: No audio will be recorded if you do not press this button!)

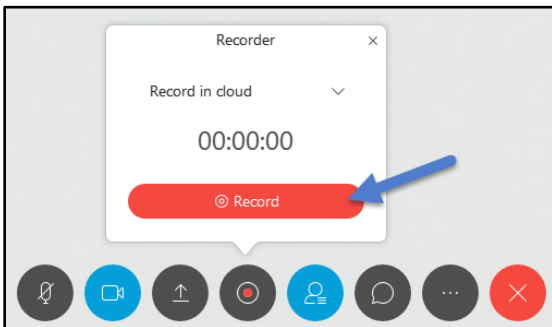


Step 6. Hover your mouse in the center of the WebEx meeting screen. Click the red circle “record”. If you are prompted with a question asking “How do you want to record this meeting?” select the “record in cloud” option.

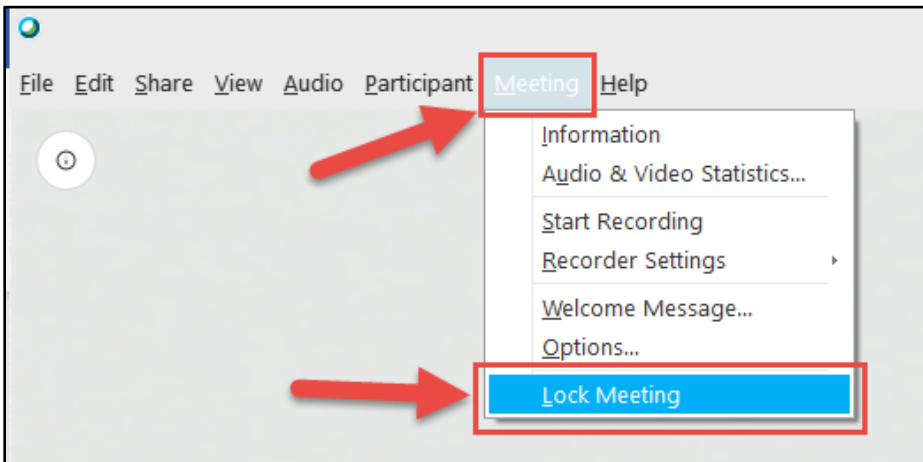
*The videos will be recorded to the cloud by default if you do not see this message.*



A window confirming you want to record will pop up. Click the red “Record” button to confirm your recording.



Step 7. For an extra layer of security go to the “Meeting” tab in the top left corner of the screen. Then click “Lock Meeting”.



Step 8. Begin your meeting! When you are finished, click the “x” in the corner.

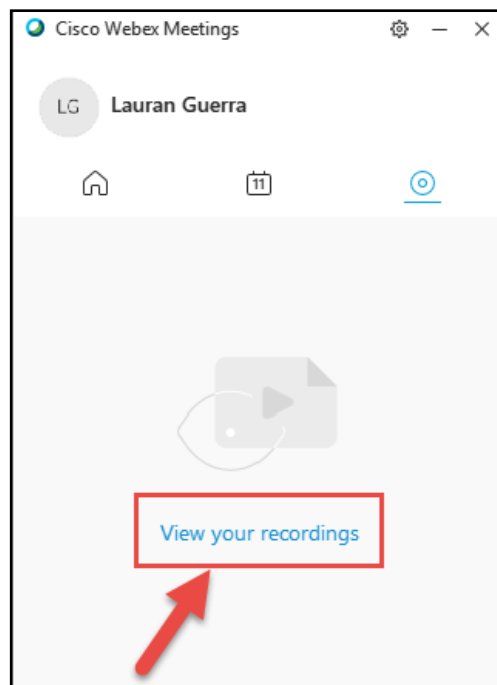
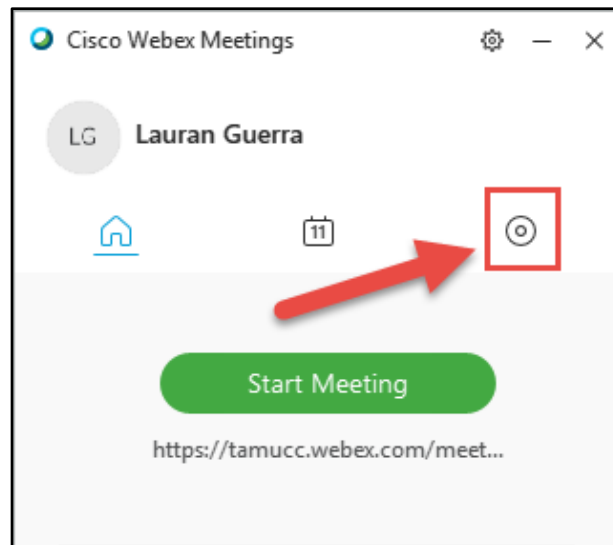
*Your video recording will end when your WebEx meeting ends.*

## Accessing your Recording After The Session – With WebEx Application

**Note: Your video will need time to process – it should be ready to share within about an hour of the session. It will not be immediately available.**

Step 1. Open the “Cisco WebEx Meetings” application and login. Once you are logged in, you will see three icons along the top of the application. Click the **circular icon (“Recording”)** on the right.

Step 2. Click the “**View your recordings**” button in the middle of the window. You will be taken to a list view of all your recorded meetings. **Click the name of your meeting.** You will be able to share the link to the streaming version of the meeting or download the meeting form this page.



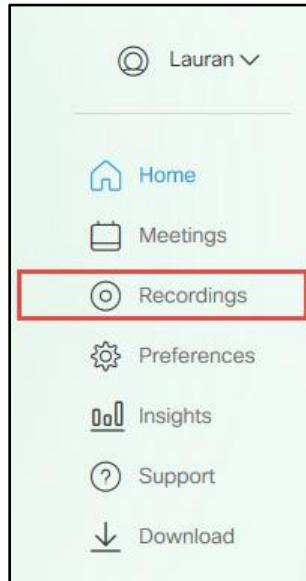
## Accessing your Recording After The Session – With Browser

**Note: This method is intended for use when you are not using a computer with the Cisco WebEx Meetings Application installed.**

Step 1. Go to [tamucc.webex.com](https://tamucc.webex.com) and click “Sign In”. Authenticate with Duo as normal.

Step 2. When you log in, you will see a menu to the left of the page. Click “Recordings”. You will be taken to a list view of all your recorded meetings.

- *To watch the video:* Click the **name of your meeting**. The recording will play in browser automatically.
- *To download the video:* Click the “**download**” icon. An MP4 will be downloaded to your hard drive.
- *To share the video:* Click the “**Share**” icon. You can either share via email or copy/paste a direct link to the video.



My Recorded Meetings					
<a href="#">All (47)</a> <a href="#">Shared with me</a> <a href="#">Deleted</a>					
Name	Security	Date	Duration	Format	
<input type="checkbox"/> DDSeries: Teaching to Learn With Technology-201904...		04/26/2019 03:51 PM	0:34:16	MP4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> DDSeries: Teaching to Learn With Technology-201904...		04/25/2019 03:00 PM	0:37:40	MP4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>