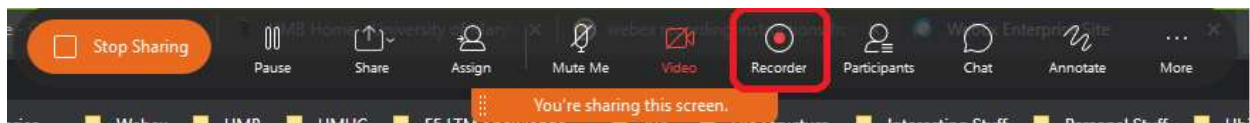# Recording Webex Meetings

It is possible to record a Webex meeting to distribute for viewing later.

You can record an in progress meeting by clicking on the RECORD button at the bottom of the window.

If the screen is being shared, the record button is on the top ribbon:

Record all Meetings in the Cloud. While you can record to the Desktop some people have lost recordings and therefore it is strongly **recommended** to use the UMB Webex Cloud to save the recordings.

Click on the ⊙ Record button to begin recording. Please note that the recording will begin the moment you click the record button.

To see if the meeting is being recorded, you will see a red dot in the upper right corner of the meeting window.
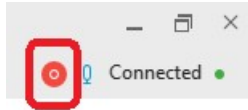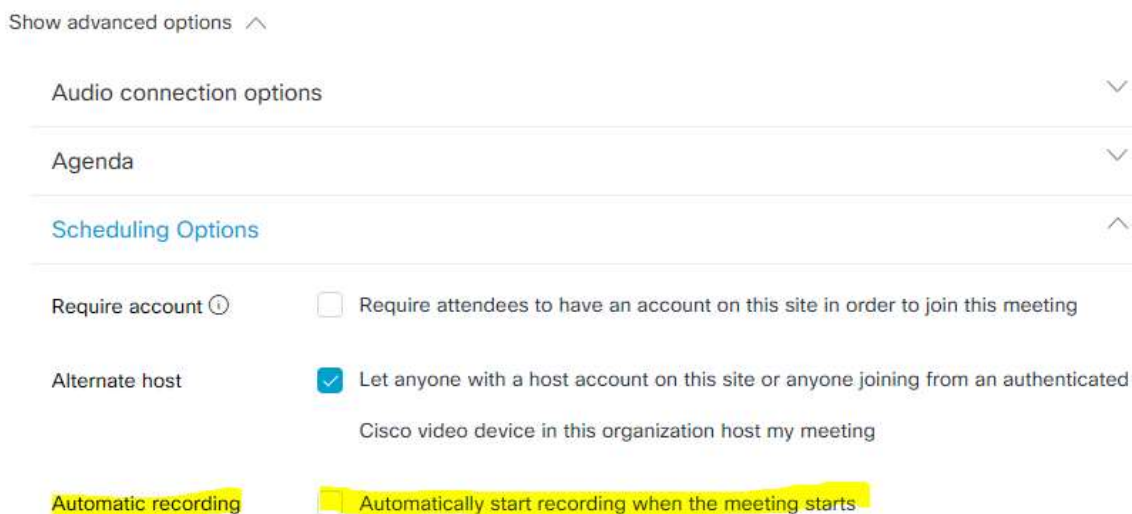
To record the meeting as the meeting is being scheduled, login to https://umaryland.webex.com/ to schedule the meeting.
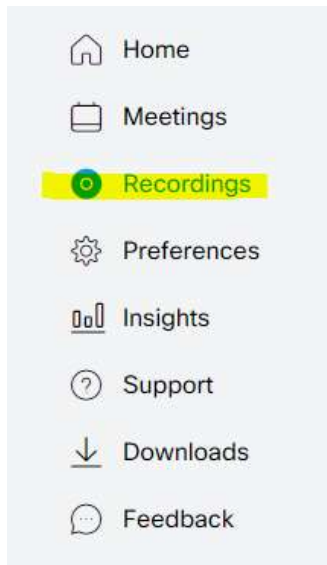
Click on Schedule

Click on Advanced Options and Scheduling Options

Schedule the meeting as normal (invite participants, select time/date), location, etc).

Retrieving or sharing a recording Webex meeting

When the meeting ends, the recording will be stored in your Recordings in the host's Webex account.

From there, you can choose to download, share, edit details, or delete the recording.

When sharing the recording, you can choose to send a link via email or copy the link for posting on a website. You can also choose to add a password to your recording, as well.

Share Recording

×

Share with specific people

Enter email addresses

Message

I'd like to share the meeting recording with you.

Anyone with the link can view this recording ∨

https://umaryland.webex.com/umaryland/lsr.php?RCID=

Password protection

Cancel   **Save**