



## Manage Meeting Recordings

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### Find a Meeting Recording

Meetings that you record on the server appear on the **Meeting Recordings** page.

Only meetings that you scheduled and recorded appear in the list. Meetings that you recorded as an alternate host don't appear in the list.

If you need a link to the recording for a meeting that you didn't schedule, contact the meeting host.

#### Procedure

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**Step 1** Sign in to your Webex site, and then select **Recordings**.

If you have sign-in issues, ensure that your browser settings allow cookies.

**Step 2** Select  and enter a search string.

You can search for the meeting name, the meeting description, or for the full name of the recording owner.



**Step 3** When you find the recording, select the corresponding **Play** button.  
The recording plays in a new window.

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# Play a Meeting Recording

## Procedure

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- Step 1** Sign in to your Webex site, and then select **Recordings**.  
If you're using **Classic View**, select the **Recordings** tab.  
If you have sign-in issues, ensure that your browser settings allow cookies.
- Step 2** Select  and enter a word or phrase to search.  
To clear the search bar, select .  
When you locate the recording, select the corresponding **Play** icon.  
The recording plays in a new window.
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# Download a Meeting Recording or the Webex Network Recording Player

Download a meeting recording to play it on your device, or to save it locally for future reference.




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**Note** If you receive notification to preserve your meeting recordings, download the recordings to your local PC.

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## Procedure

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- Step 1** Sign in to your Webex site, and then select **Recordings**.  
If you're using **Classic View**, you can select the **Recordings** tab.  
If you have sign-in issues, ensure that you have cookies are enabled in your browser.
- Step 2** Locate the meeting recording that you want to download and select the corresponding  **Download** button.
- Step 3** Choose where to save the file and select **OK**.
- Step 4** To download the Network Recording Player, select Download Player.
- Step 5** After you download a recording, double-click the recording file to start playback.
- Step 6** (Optional) (For Windows Users) To convert a recording to Windows Media Video (WMV) or Adobe Flash file (SWF), from the **Network Recording Player** window select **File > Convert Format** and select the desired format. Complete the fields on the **Convert Format** dialog.

On the original recording (either streaming or downloaded), video and audio quality is good (24+ frames per second). After converting the recording to WMV or SWF format, you might find that the audio and video quality seems to be lower (5 frames per second).


The converted file appears in the location you specified in the **Save As** field. Double-click the .wmv or .swf file to play the recording.

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## Share a Meeting Recording

### Procedure


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- Step 1** Sign in to your Webex site, and then select **Recordings**.  
If you're using **Classic View**, you can select the **Recordings** tab.  
If you have sign-in issues, ensure that you have cookies are enabled in your browser.
- Step 2** Locate the meeting recording that you want to share, and then select the corresponding  icon.  
The **Share Recording** dialog box opens.
- Step 3** Enter an email address for each person with whom you want to share the recording.
- Step 4** (Optional) Edit the message.
- Step 5** (Optional) To copy the meeting URL, select the **Copy URL** icon.
- Step 6** Select **Save**.
- The system sends email to the specified users, to provide instructions to access the meeting recording.
- Note** The system administrator can restrict meeting sharing between CWMS users only.
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## Delete Meeting Recordings

### Procedure

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- Step 1** Sign in to your Webex site, and then select **Recordings**.  
If you're using **Classic View**, you can select the **Recordings** tab.  
If you have sign-in issues, ensure that you have cookies are enabled in your browser.
- Step 2** On the **My Recorded Meetings** page, locate the meeting recordings that you want to delete, and check the corresponding check boxes.
- Tip** To delete a single meeting, select the corresponding  icon and then choose **Delete**.

- Step 3** Select **Delete**.  
A confirmation dialog box appears.
- Step 4** To delete the selected recordings, select **Delete**.
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