

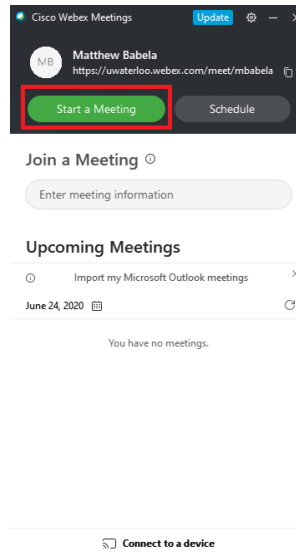
## WebEx Instructions Video Recording

1. Make sure you have Cisco WebEx downloaded on your computer/device.

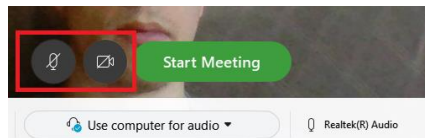
<https://uwaterloo.webex.com/webappng/sites/uwaterloo/dashboard?siteurl=uwaterloo>

Click the “Download button”.

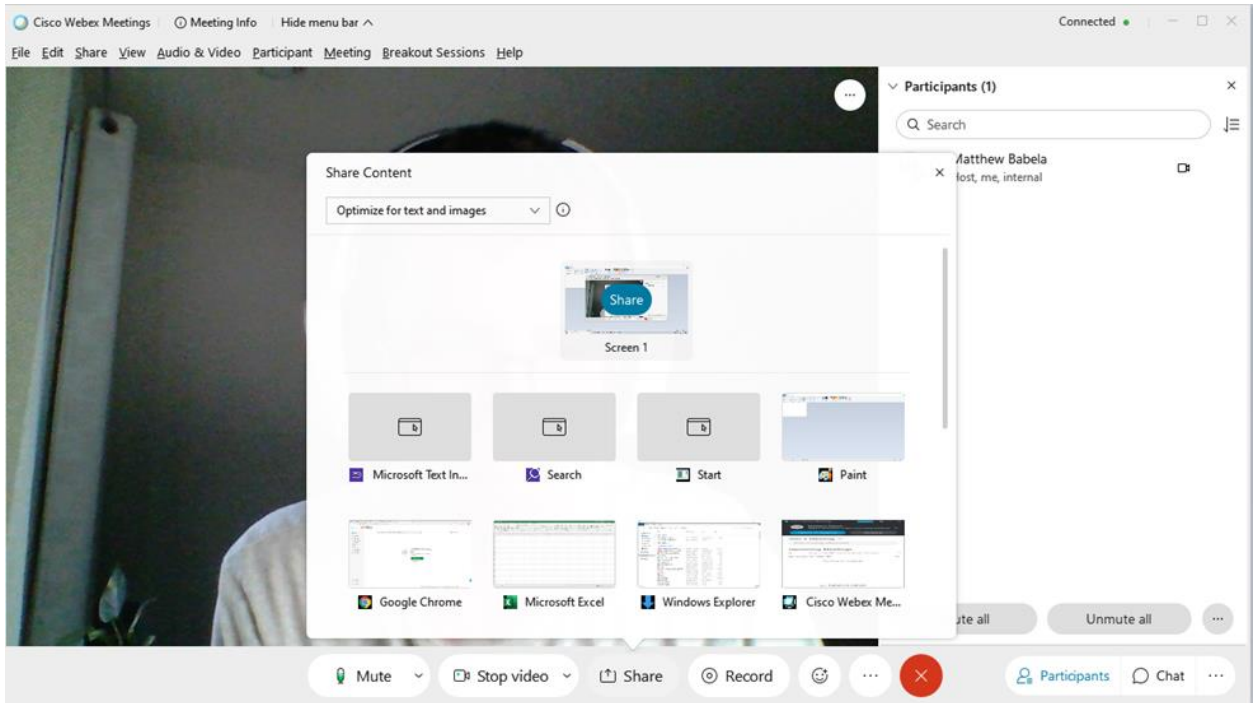
2. To start a meeting from your personal room, open the Cisco Webex Meetings app and click “Start a meeting”.



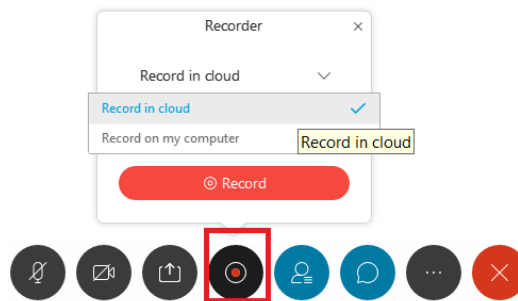
3. Make sure your video and audio are both working/unmuted. The audio/video buttons should not be red, if they are click them, then you can Start Meeting.



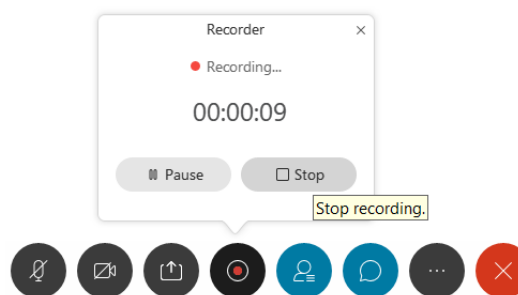
4. If you want to share your screen or a particular program you can do so by clicking the “Share” button at the very bottom. You should then be able to select “Screen” at the very top which will share everything you see, or you can select specific windows to share.



5. To start a record click the red dot at the bottom, make sure “Record in cloud” is selected, and then click Record.



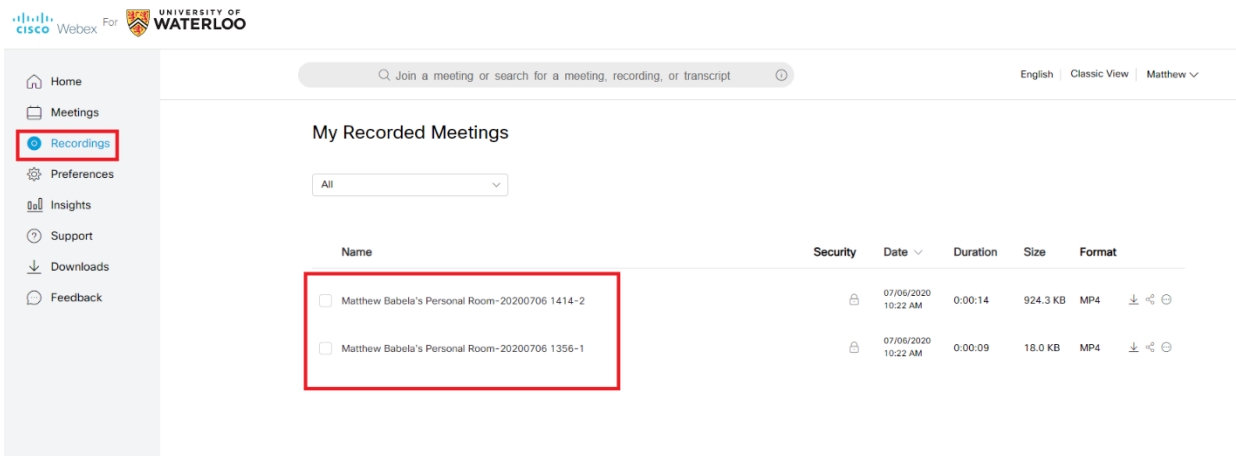
When you are done stop (not pause) the recording.



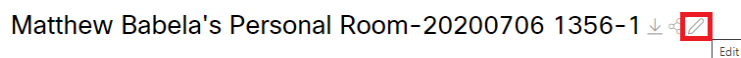
Repeat this process for every recording/video you want to create. We want separate recordings, not one large recording.

6. You can end the meeting by clicking the red x when you are done.

7. Once the meeting has ended all of your recordings will begin to upload to the <https://uwaterloo.webex.com/> cloud, this may take up to 24 hours. Navigate to the website and sign in with your WatIAM userid and password. On the left select Recordings and all your recordings should now be visible.



The recordings should be in order (recordings end in 1, 2, 3...) however you can click each recording and play the first few seconds to figure out which video it is. Edit the filename to whatever is desired. To edit click the recordings name and then the pen icon at the top.



8. To download from Webex click the down arrow next to each recording.

