

Record a Cisco WebEx Meeting


In WBS33, the Record option is located on the control bar. [Learn more](#) about our new video-centric meeting experience.



These steps only apply to WebEx Meetings and WebEx Events.

Only the host or an alternate host can record a meeting. You cannot record if the recording option is not available.

If an alternate host records the meeting, the meeting host still receives and owns the recording after the meeting ends.

- 1 Select **Recorder**  and **Record** to record right away.



Select **Recorder**, and do one of the following:

Select **Pause** and **Resume** to maintain a single recording.

Select **Stop** to end your current recording.

When the training session ends, you receive an email with the recording link. To access your WebEx Training recordings on your WebEx site, use your WebEx site in Classic View, and go to **My WebEx > My Files > My Recordings**.