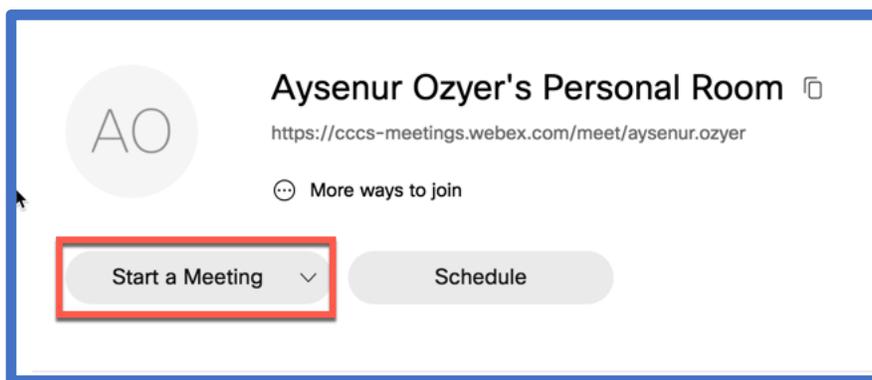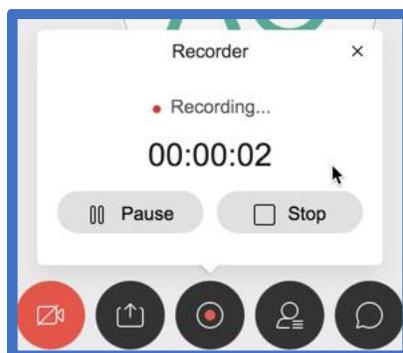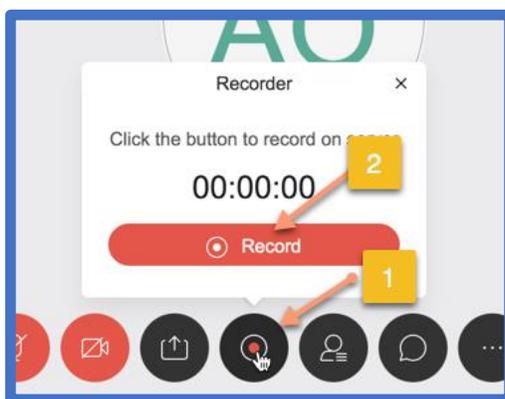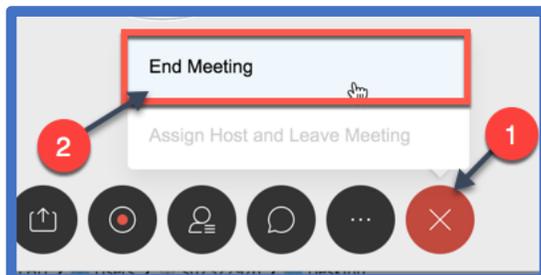# HOW TO RECORD AND SHARE YOUR LECTURES IN WEBEX BROWSER

1. This document will show you how to record your WebEx meetings **while using WebEx in your browser**. If you are using **WebEx Meetings Desktop app** to conduct your meetings, please refer to the other guide.
2. Log in to your WebEx account by going to https://cccs-meetings.webex.com and click Start a Meeting button.
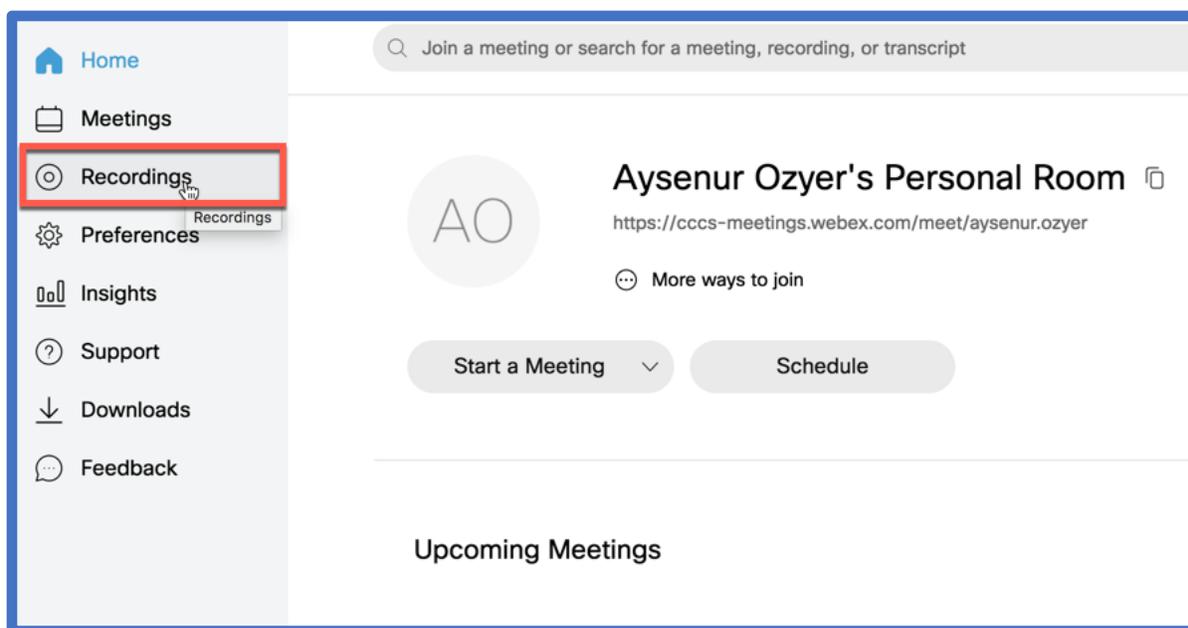

3. Click the Record button. Your meeting will be recorded on the cloud.

4. Once you have finished your meeting click End Meeting. This will end your recording as well and send it to WebEx cloud to be processed.

5. You can see the current status of all of your recordings by going to your WebEx profile and clicking on the Recordings on the left side.

6. You can see a list of your past recordings on this page. If a recording is not yet available to watch, it will say "Generating…" next to its name. The processing times depend on the length of your recording so if you have recorded a full lecture, it might take a day. WebEx will send an email to your CCD email address once your recording is ready to be viewed.

My Recorded Meetings

Name	Security	Date ∨	Duration	Size	Format	
Aysenur Ozyer's Personal Room		Generating...				
☐ Aysenur Ozyer's Personal Room-20200708 1834-2	🔒	07/08/2020 12:36 PM	0:00:09	94.5 KB	MP4	↓ ⌁ ⋯
☐ Aysenur Ozyer's Personal Room-20200708 1833-1	🔒	07/08/2020 12:36 PM	0:00:10	111.0 KB	MP4	↓ ⌁ ⋯
☐ CCD ESL SME Meeting #2 Shared by Grace Whiteaker	🔒	05/01/2020 11:34 AM	1:17:22	68.6 MB	MP4	↓ ⌁
☐ CCD ESL ID Meeting	🔒	04/28/2020	0:53:41	55.1 MB	MP4	↓ ⌁

7. Once generating is complete, you will get an email from WebEx indicating that your recording is ready to be watched.

8. Once you received this email, you can log in to your WebEx profile, click Recordings on the left side and see the list of recordings. Click Share icon next to each recording to get a direct link to that recording.
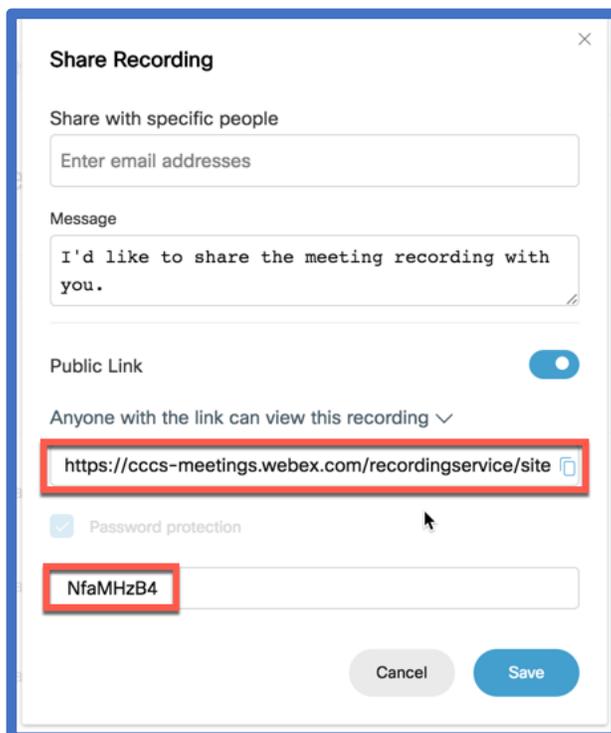

9. Copy **the link and the password**. Paste them into your D2L course either as an announcement or a content so students can access the recording.