Cisco WebEx – How to Record Meeting
Computer/Other Location

Steps on how to save recording to your computer/other location.

1. Select "**Meeting**"
2. Select "**Recorder Settings**"
3. Select "**Record on My Computer**"
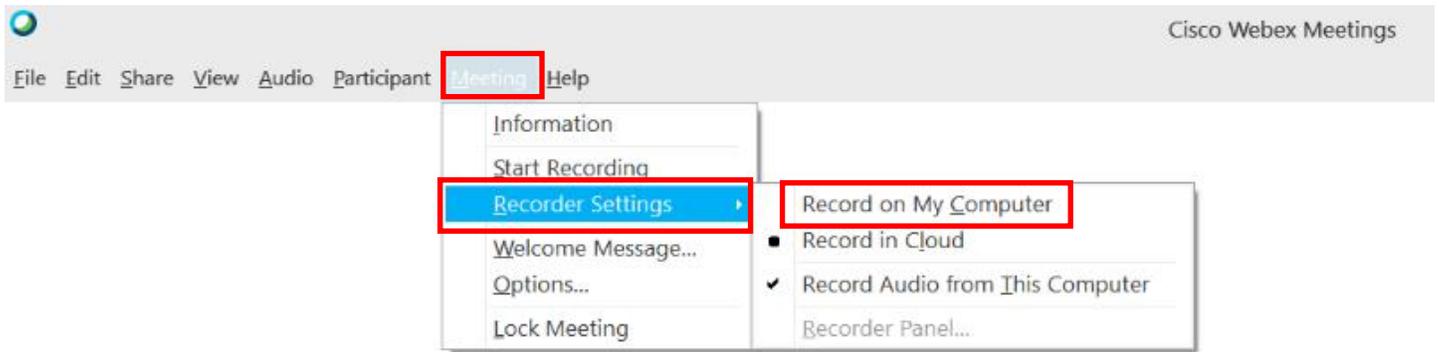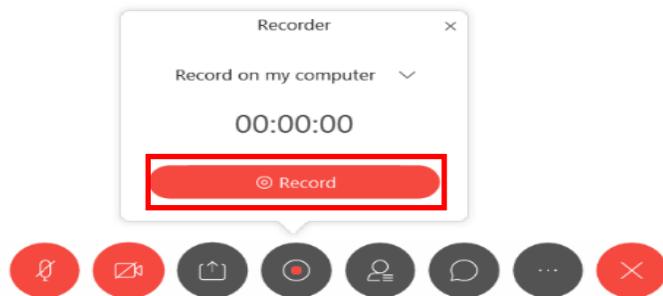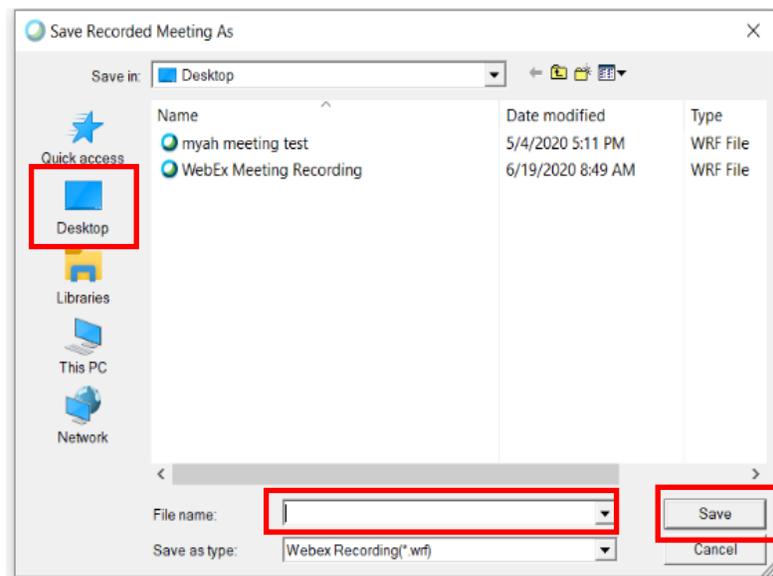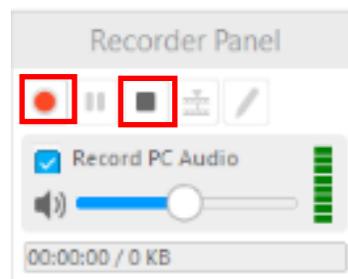
Click "**Record**".	
Screen to the right should appear. Select which location you want to save your recording (eg **Desktop**) Give your recording a meaningful name and Select "**Save**"	
Select "**Red Dot**" to begin your recording Select "**Black Dot**" to end your recording.	
Your recording icon should look like the one to the right.	