WebEx: Download Saved Recordings to OneDrive

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Introduction

This page provides guidance on downloading recordings from WebEx and uploading them into your OneDrive.



Log into WebEx https://nyserdany.webex.com/.



Select the Recordings tab from the left-hand navigation bar.

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Before downloading, click the Pencil Icon to edit the recorded meeting.

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Users could update the following, then click the **Save** button if changes are made:

• Recording Name - if the user wants to remove the date and time stamp of the recorded session)

- Prevent Downloading prevents others from downloading the video)
 Password Protection these only applies if you are sharing a link to the video through WebEx)
 Panel Display Options Typically, the Chat, Q&A, Polling, and Participants should be removed as they are often not needed in the downloaded recordings. The transcript can be kept on, but it will be displayed in the recording on the righthand side of the screen.

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Cancel Save	$\mathbf{)}$

Once the editing is complete, click the **Download Icon** from to the recording you wish to download.

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Click the **Download** button in the pop-up window.

The recording and/or the transcript can be downloaded using the check boxes.



Once the video is downloaded, access your Office 365 account.

Click on the 3x3 Box Grid in the upper left-hand corner of the window, and click on OneDrive.



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The page will redirect to **OneDrive**. Click on the **Upload** drop-down and select **File**.

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Navigate to your Downloads folder in the pop-up window and select the recording you downloaded previously, then click Open.



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Once the upload completes it will show in your files.