

# WebEx: Download Saved Recordings to OneDrive

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### Introduction

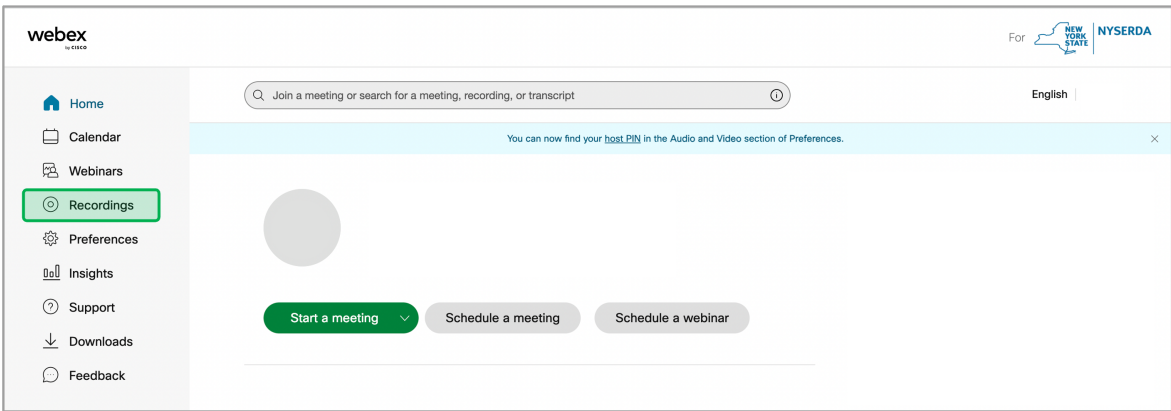
This page provides guidance on downloading recordings from WebEx and uploading them into your OneDrive.

1

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

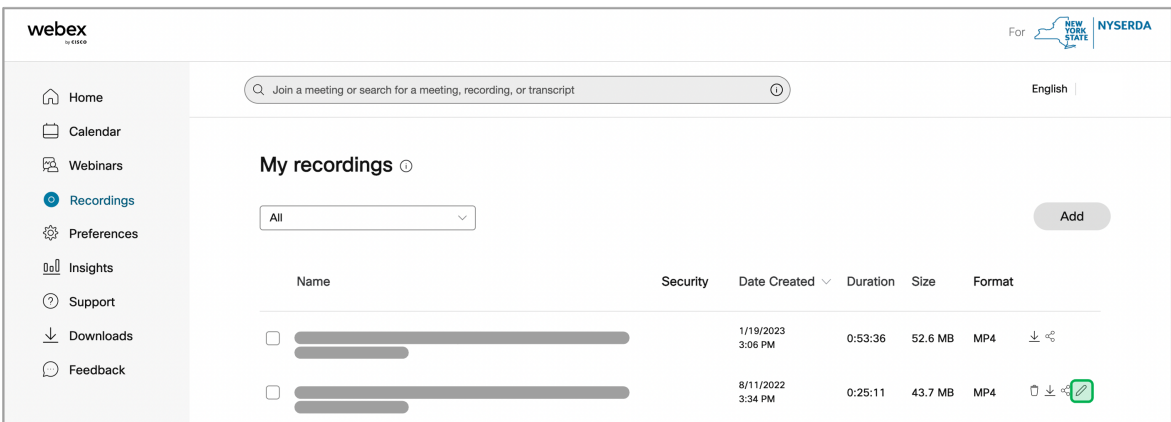
2

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



3

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



4

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 right-hand side of the screen.

## Edit Recorded Meeting ✕

Topic

Energy Portal Training for Contractors-20230413 1146-1

Security

☐ Prevent downloading ⓘ  
☐ Password protection

Panel Display Options

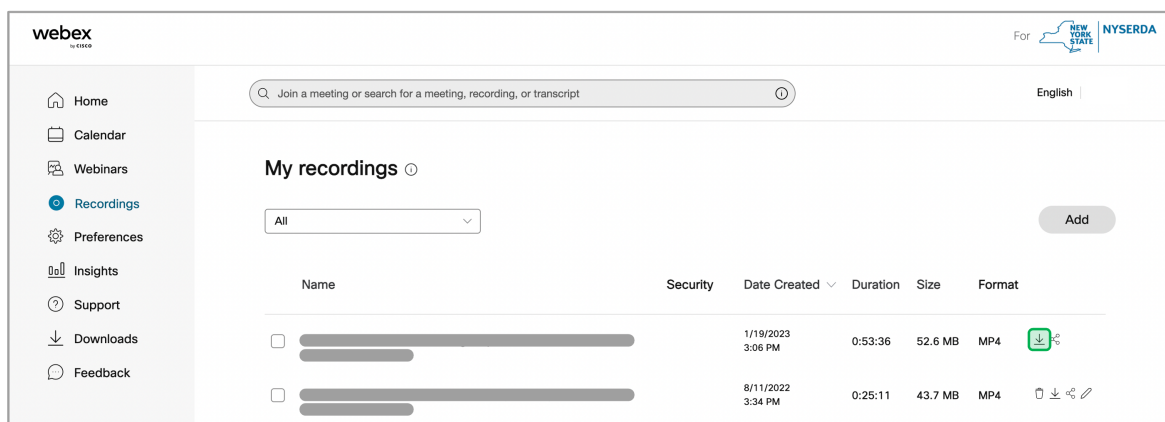
☒ Chat ☒ Q&A ☒ Polling ☒ Participants  
☒ Transcripts

Description (optional)

Cancel Save


5

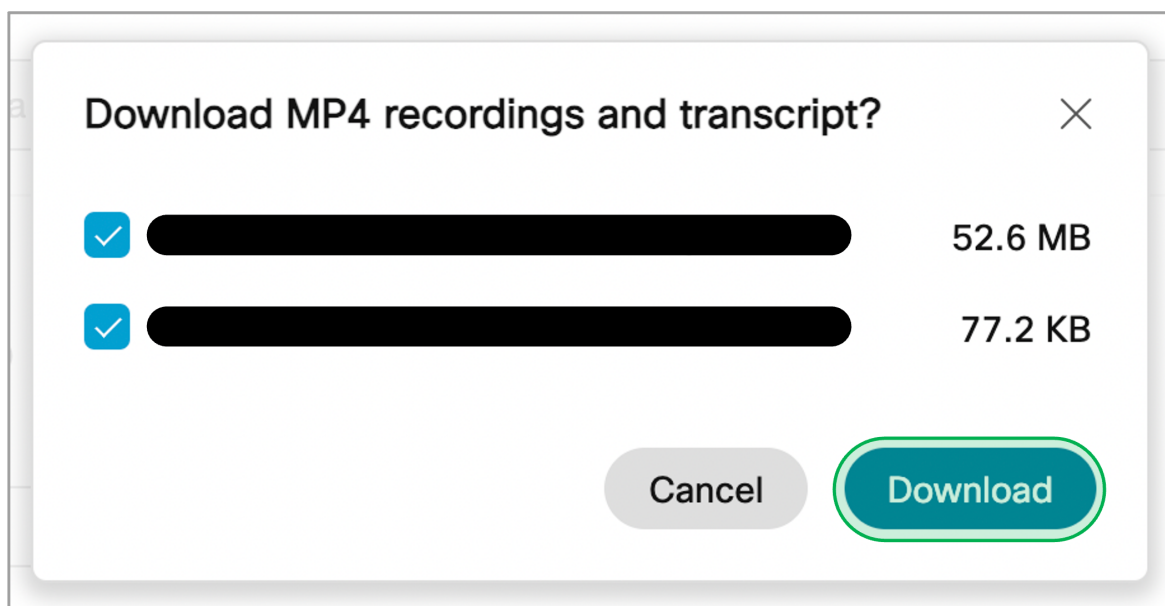
Once the editing is complete, click the **Download Icon** from to the recording you wish to download.



6

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

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

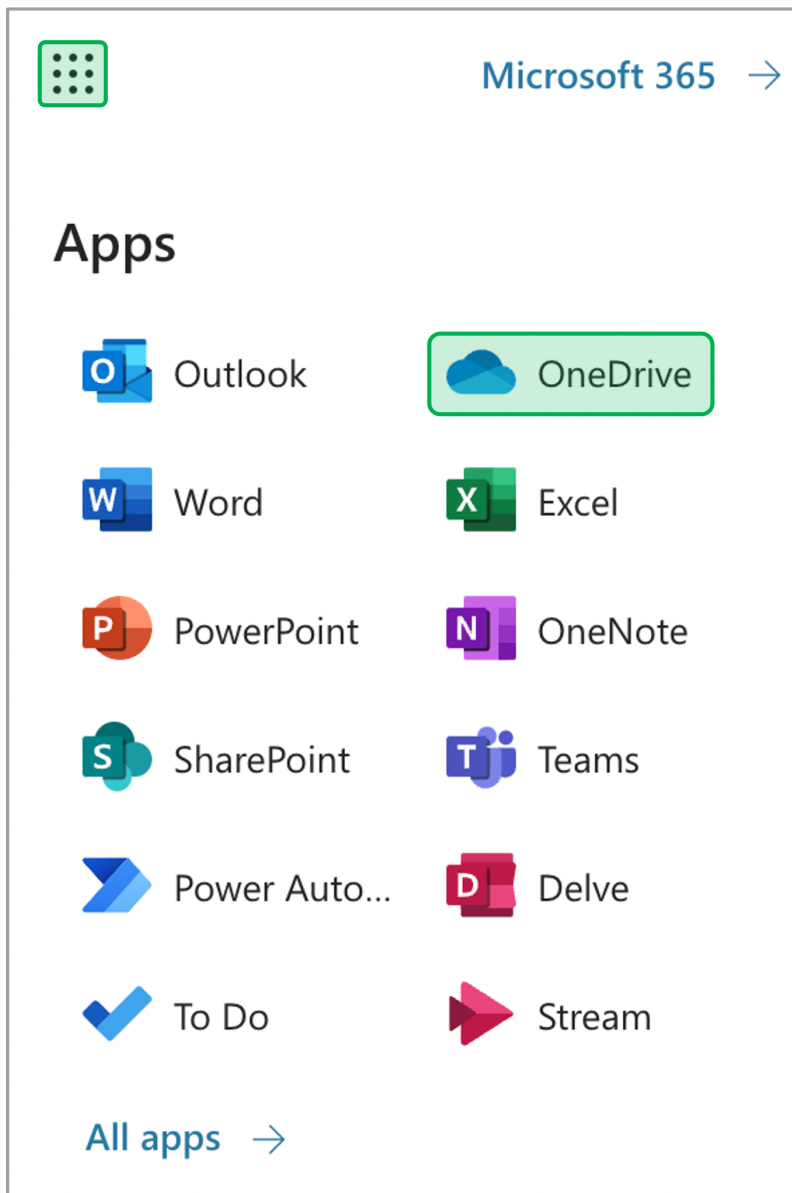


7

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

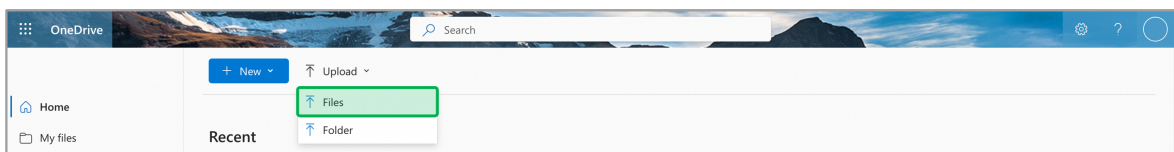
8

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



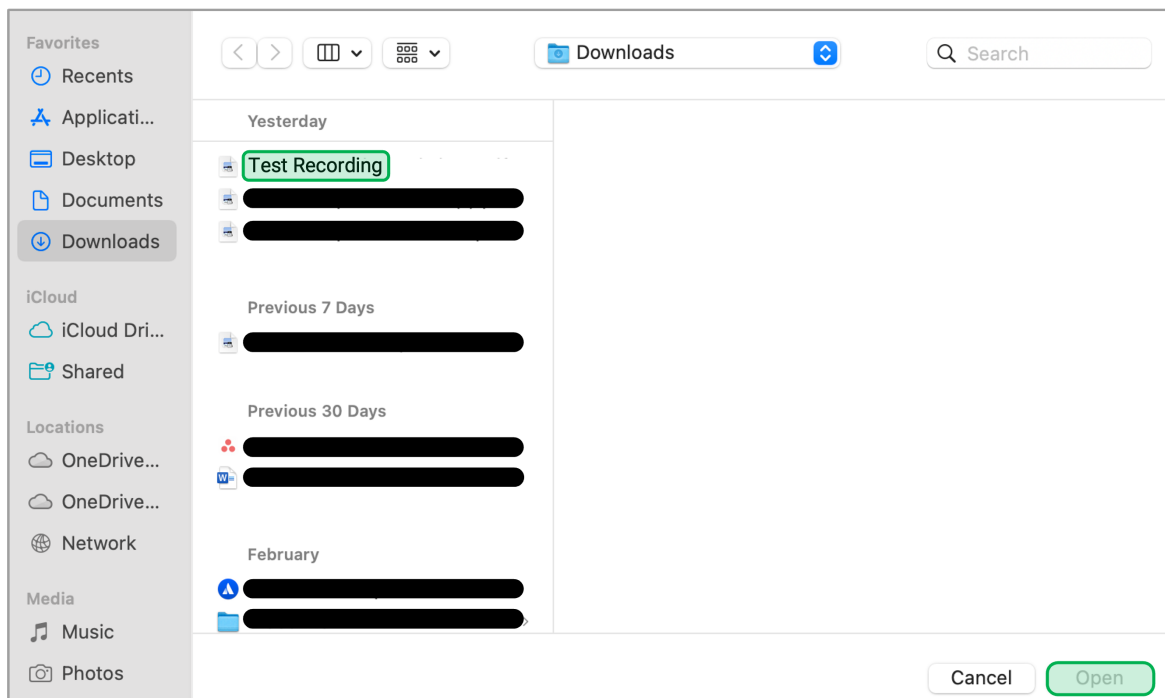
9

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



10

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



11

Once the upload completes it will show in your files.