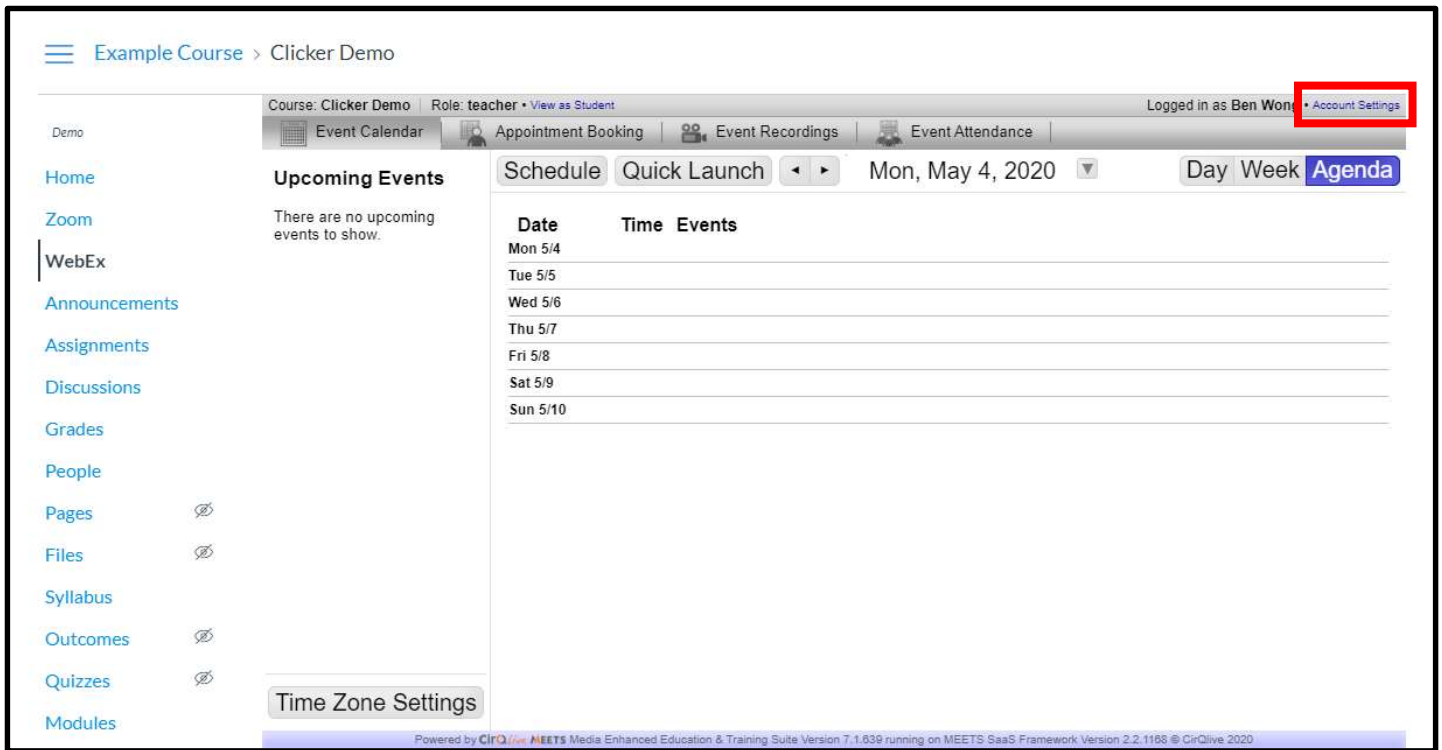


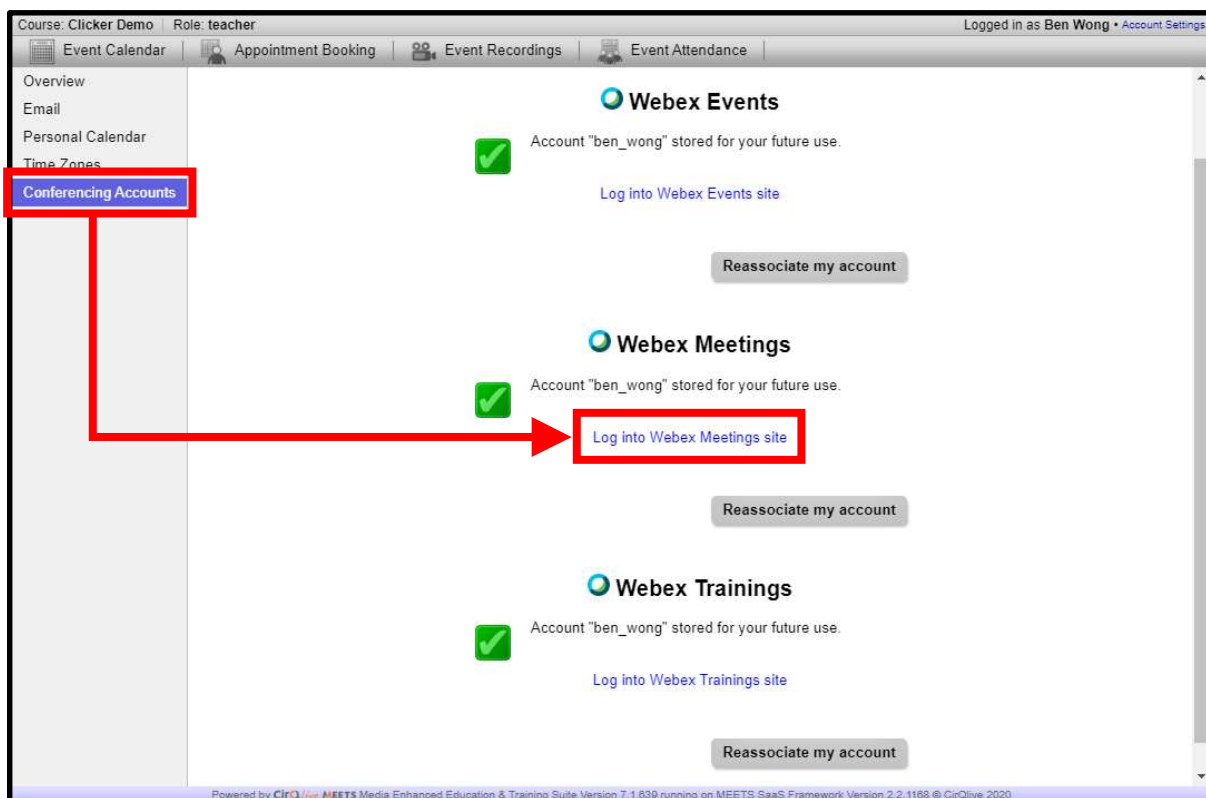
Download Webex Recordings

The easiest way to download multiple recordings is to navigate to the baylor.webex.com site through Canvas, as there you can find a list of all of your recordings, no matter which course you used to schedule the meeting.

First, go to the Webex tab in any of your Canvas courses, then click on “Account Settings” at the top right.



On the next page, click on “Conferencing Accounts” on the left, then click on “Log into Webex Meetings site” in the middle of the page. This will take you to the baylor.webex.com site.



Once the next page loads, click on the “Recordings” tab on the left.

The screenshot shows the Webex user interface. On the left sidebar, the 'Recordings' tab is highlighted with a red box. The main content area displays 'Ben Wong's Personal Room' with a search bar, 'Start a Meeting' and 'Schedule' buttons, and a section for 'Upcoming Meetings' which is currently empty. On the right, there are 'Recent Personal Rooms' (BA, MH, BC, CG) and 'Insights' charts showing 'Meetings I hosted' and 'Participants in meetings I hosted'.

You will now see a list of your Webex recordings from all of your Canvas courses. You can download each recording by clicking the down arrow icon at the right of the recording name.

The screenshot shows the 'My Recorded Meetings' page in Webex. The 'Recordings' tab is selected in the sidebar. A table lists several recordings with columns for Name, Security, Date, Duration, Size, and Format. The first row is 'Recording Test 300-20200414 0335-1'. A red box highlights the download icon (a downward arrow) at the end of this row.

Name	Security	Date	Duration	Size	Format	
<input type="checkbox"/> Recording Test 300-20200414 0335-1		04/14/2020 12:02 AM	0:00:25	49.3 KB	MP4	↓ 🔊 🔄
<input type="checkbox"/> Recording Test 4-3-20-20200403 1435-1		04/03/2020 02:50 PM	0:00:45	148.4 KB	MP4	↓ 🔊 🔄
<input type="checkbox"/> Example Meeting-20200401 1921-1		04/02/2020 09:17 AM	0:00:53	433.2 KB	MP4	↓ 🔊 🔄
<input type="checkbox"/> Recording Example-20200401 2201-1		04/02/2020 07:00 AM	0:00:13	29.8 KB	MP4	↓ 🔊 🔄
<input checked="" type="checkbox"/> Webex Online Training - 3/25/20 9:00am Shared by Baylor CTS		03/25/2020 02:02 PM	1:04:50	168.9 MB	MP4	↓ 🔊 🔄
<input type="checkbox"/> Quick Launched Event-20200319 2128-1 ...		03/19/2020 04:32 PM	0:01:32	723.4 KB	ARF	↓ 🔊 🔄