



# *Take "15" to Learn How to Easily Record a WebEx Meeting*

*WebEx Network Based Recording*

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# *Agenda*

- What is WebEx Network Based Recording?
- How can you use this feature?
- How to record a WebEx Meeting.
- How to distribute a link to a WebEx Meeting.
- How can you get this feature?

# *WebEx Network Based Recording*

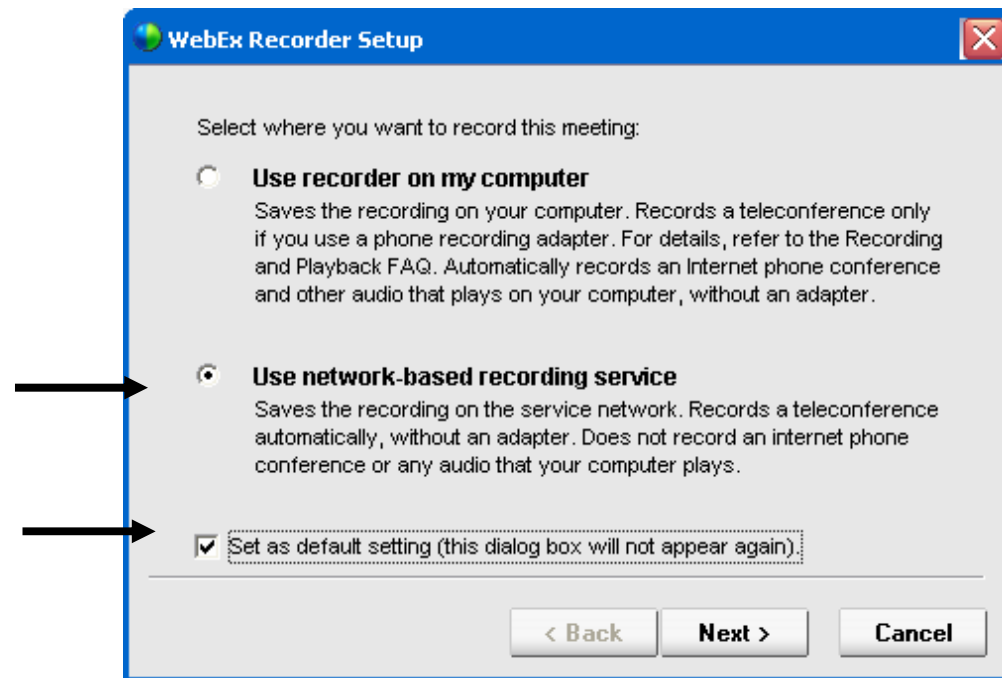
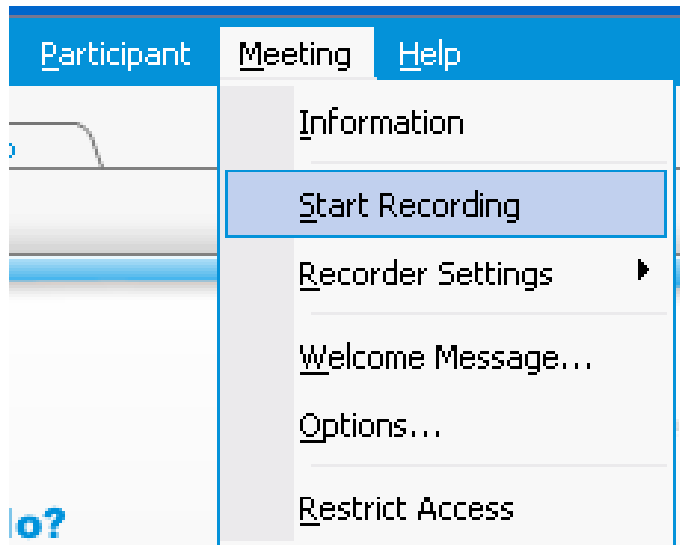
- WebEx NBR makes it easy, quick and inexpensive to record, manage and stream any WebEx meeting

# *Business Use Cases*

- Content delivery and reuse
  - Webinars and Training
  - Editing and distribution
  - Ad-hoc sharing of meetings
  - Archive recordings for future reference
  - Knowledge management

## Start a recording – WebEx Teleconference

1. Select “Start Recording” from the “Meeting” Menu
2. Make “Use network-based recording service” your default option



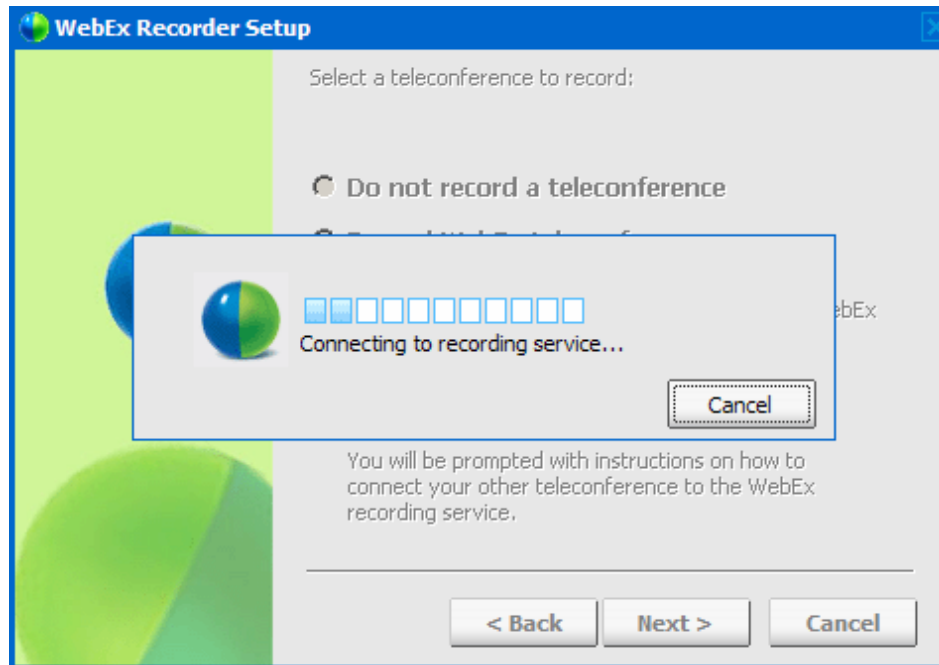
# Start a recording – WebEx Teleconference

6. Choose the teleconference service that you'd like to record
7. Click on Next>



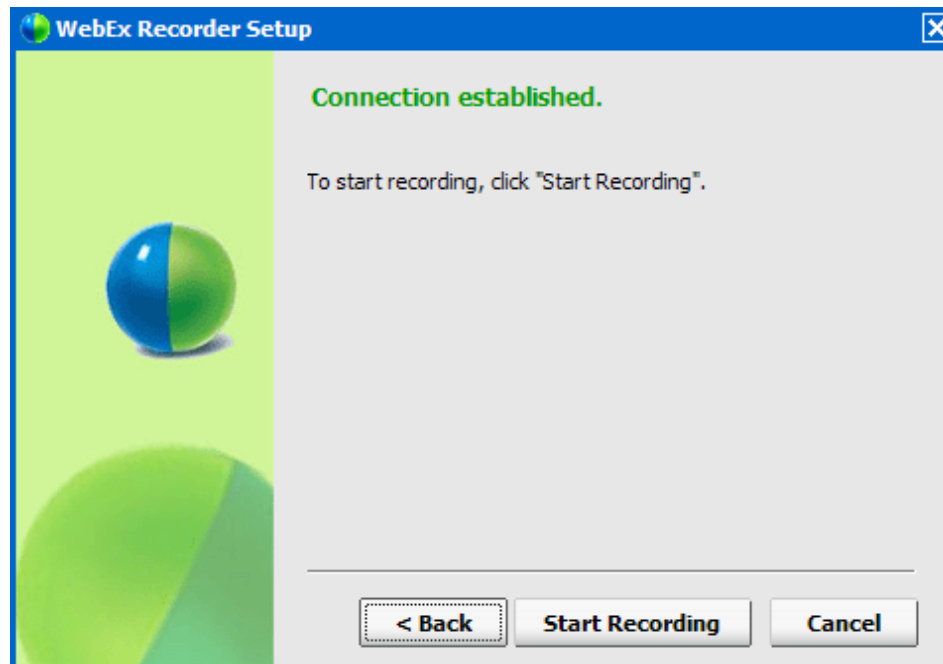
# Start a recording – WebEx Teleconference

- Recording is now connecting to your meeting and the teleconference server.



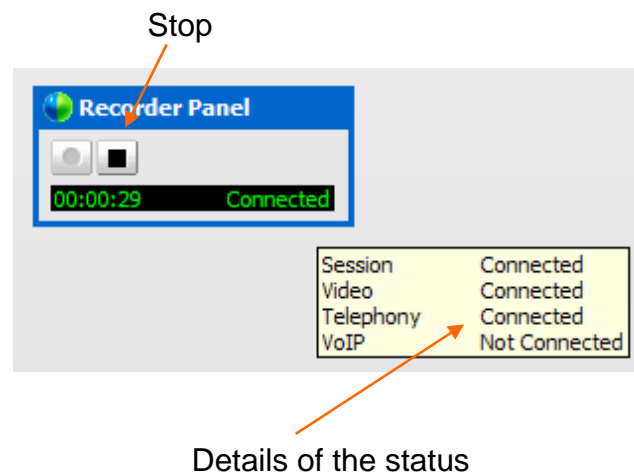
# Start a recording – WebEx Teleconference

9. The “Start Recording” button becomes active once both services have successfully connected
10. Click on “Start recording” to start recording your meeting



# NBR Recording Panel

- You can stop your recording via the recording control panel in the lower left corner of your screen



- A tooltip is available to show details of the “Connection Status”

# Where to Access Recordings

- Rendering recording can take up to 30 minutes
- 2 Places to Access Recordings
  - My Files on the left Nav Bar under the “My WebEx”
  - In the left Nav Bar in Centers (ex: My Recorded Meetings in Meeting Centers)



Welcome Meeting Center Event Center Sales Center More Services My WebEx

**My WebEx Files**

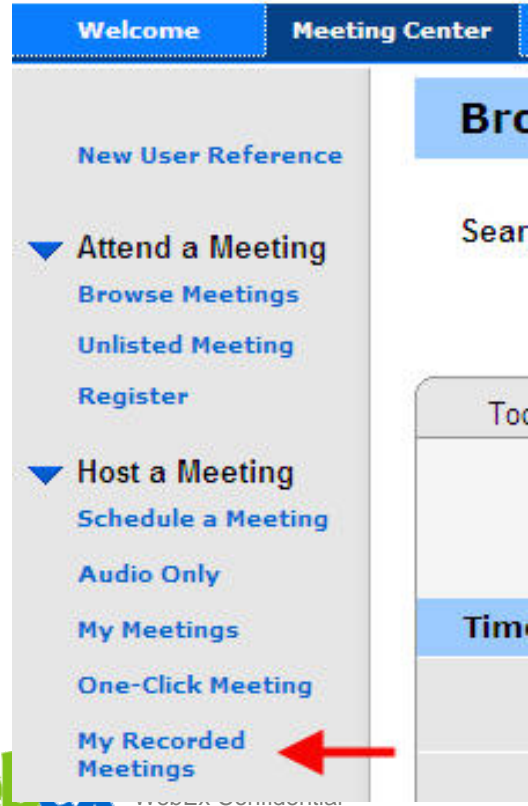
[Folders](#) | **My Recordings** | [Event Recording Management](#) | [Training Recording Management](#)

Search for:

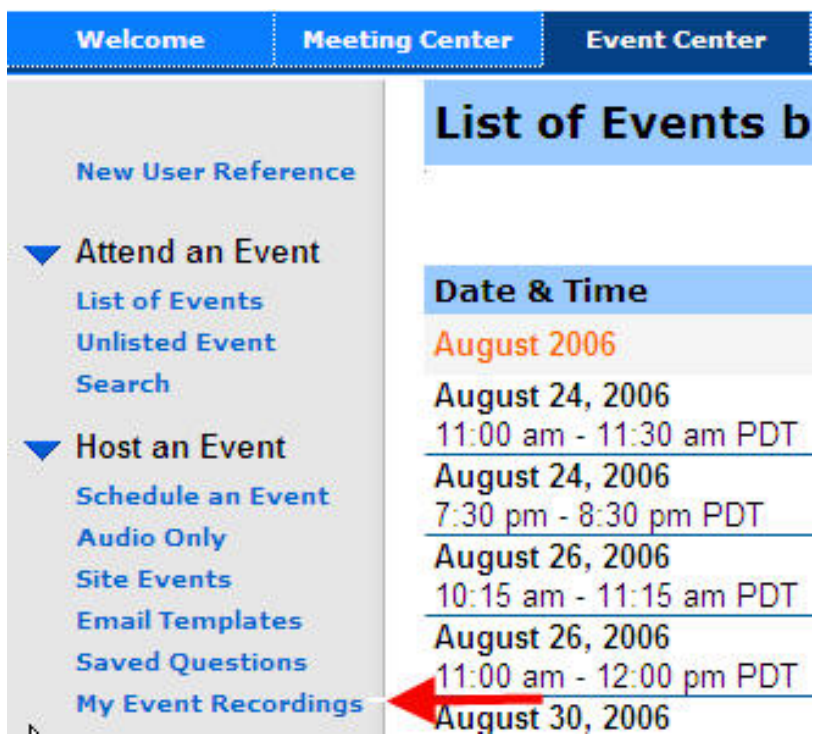
<a href="#">Name</a> ▾	<a href="#">Size</a>	<a href="#">Recorded</a>
<input type="checkbox"/> <a href="#">lindaw's meeting...</a>	508KB	Tuesday, April 25, 2006 10:50 am
<input type="checkbox"/> <a href="#">lindaw's meeting...</a>	1.37MB	Tuesday, April 25, 2006 1:13 pm

# Recordings available to Host in Centers

- 1. Meeting Center -> My Recorded Meetings
- 2. Event Center -> My Event Recordings
- 3. Sales Center -> My Recorded Meetings
- 4. Training Center -> My Training Recordings



This screenshot shows the navigation menu for the Meeting Center. The menu is divided into two main sections: 'Attend a Meeting' and 'Host a Meeting'. Under 'Attend a Meeting', there are links for 'Browse Meetings', 'Unlisted Meeting', and 'Register'. Under 'Host a Meeting', there are links for 'Schedule a Meeting', 'Audio Only', 'My Meetings', 'One-Click Meeting', and 'My Recorded Meetings'. A red arrow points to the 'My Recorded Meetings' link. The top navigation bar includes 'Welcome' and 'Meeting Center' tabs.



This screenshot shows the 'List of Events' page in the Event Center. The top navigation bar includes 'Welcome', 'Meeting Center', and 'Event Center' tabs. The page title is 'List of Events b'. The main content area is divided into sections: 'Attend an Event' (with sub-links for 'List of Events', 'Unlisted Event', and 'Search'), and 'Host an Event' (with sub-links for 'Schedule an Event', 'Audio Only', 'Site Events', 'Email Templates', 'Saved Questions', and 'My Event Recordings'). A red arrow points to the 'My Event Recordings' link. Below the navigation is a 'Date & Time' section listing events for August 2006, including dates and times in PDT.

# Manage Recordings

ent Recordings Capacity: 10000 MB Used: 0 MB

Total: 3 recordings

Topic ▾	Panelist	Type	Size	Duration	Format	
<a href="#">Hank's NBR Test Event-20060913 1556</a>		Unlisted	172.1 MB	96 mins	ARF	   
<a href="#">Hank's NBR Test Event-20060913 1732</a>		Unlisted	32.1 MB	46 mins	ARF	   
<a href="#">Hank's NBR Test Event-20060913 1819</a>		Unlisted	90.6 MB	72 mins	ARF	   

Recording  Enrollment required  Password required

Playback (stream)

Download

Edit

Delete

# Modify Recording

## Edit Recorded Meeting

### Recorded Session Information

Edit name of recording

→ Topic:  (Required)

Description:  (Required)

Recording file:

- I will provide URL
- Use the file on my local machine
- Use a file that is already on the WebEx network

Duration:

File size: 28.96MB

### Access Settings

Set password:  (Optional) ← Password protect recording

Confirm password:

Don't forget to save your changes →

# Share NBR recordings

## Recording Information: Hank's NBR Test Event-20060913 1556

Topic: Hank's NBR Test Event-20060913 1556

Type: Unlisted

Recording date: Wednesday, September 13, 2006 7:32 am

Dateline Standard Time (GMT -12:00, Marshall Islands)

### Panelist Information:

Duration: 96 mins

Description:

Number of viewers: 0

Use password?: No

Stream recording link: <https://go.webex.com/go/onstage/g.php?AT=VR&RecordingID=3693447&viewType=0&recordKey=D3000AE173A89B669143D0473FF6A04A24F842297BE0FE8DA56A0E1B06C042AC>


Copy URL →



<https://go.webex.com/go/onstage/g.php?AT=VR&RecordingID=3693447&viewType=0&recordKey=D3000AE173A89B669143D0473FF6A04A24F842297BE0FE8DA56A0E1B06C042AC>

Download recording link: <https://go.webex.com/go/onstage/g.php?AT=VR&RecordingID=3693447&viewType=1&recordKey=D3000AE173A89B669143D0473FF6A04A24F842297BE0FE8DA56A0E1B06C042AC>



\* You can click the  icon to quickly copy the URL and paste it in an email message.

Edit Properties

Playback

Download

Go Back

# How to access WebEx Network Based Recording

- Upgrading to WBS25
  - Customer must migrate site to WBS25
  - Customer must sign the “NBR Storage” agreement
- New Customers (Already have WBS25)
  - NBR is automatically provisioned for new customers on WBS25



## *Thank You*

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