Available during a WebEx online session, the network-based recorder captures screen activity and audio on a WebEx recording server, thereby saving hard disk space on your computer. The server processes your recorded data then sends the recording file to your personal recordings folder on your WebEx service site.

No additional equipment is required to capture teleconferencing or VoIP information with the network-based recorder. Recorded files are saved in the Advanced Recording Format (.arf), a proprietary WebEx format.

Recording a Meeting

1. Start your meeting, event, or training session.

2. On the Meeting, Event, or Session menu, select **Recorder Settings>Record on Server.**
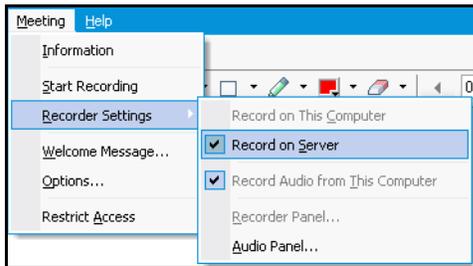
   Note: In Event Center commands appear on the Event menu; in Training Center, on the Session menu.

3. On the Meeting, Event, or Session menu, choose **Start Recording**.

4. If using teleconferencing, a prompt to confirm your teleconferencing appears. Enter any additional information required.
   Note: If both teleconferencing and VoIP are used, only the teleconference is available during playback.

5. Once a connection is established, the Recorder Panel appears and the recording begins.
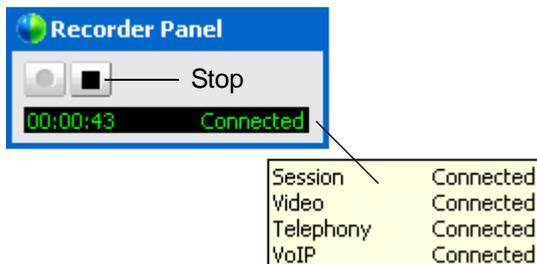
   A tooltip shows details of the Connection Status.

6. Click **Stop** to end the recording. *The Recorder Panel disappears.*
   Note: If you stop the recording and start again, a second recording is created. The recording is available within 30 minutes of the end of your meeting, session or event.

Playing a Recording

1. Log in to your WebEx service site.

2. Navigate to **My WebEx>My Files>My Recordings**. *A list of recorded files appears.*

3. Locate the recording you want to play and click **Playback**. ▶ . *The Recording Window appears.*

4. Use the Player controls to Play or Pause the recording.

▶	Plays the recording
❚❚	Pauses and resumes the recording
■	Stops the recording
🔊	Controls playback volume. Click the speaker to toggle audio on/off
00:00.0 / 00:00.0	Displays the elapsed time/ total duration of a recording in hours, minutes, and seconds.

5. In the upper-right corner of your screen, click the **Table of Contents** Panel icon. 📄 .

6. Double-click an Activity in the Table of Contents to quickly jump to that portion of the recording.
   Note: Other panels are available depending on your WebEx service.

7. Click **Stop** to end the playback.

To make your recordings available for others, you can send recording links via email for viewers to access, or you can publish your recordings on your WebEx site for streaming playback. Auto-generated recording links are easy to copy and paste into emails or instant messages.

To prevent unauthorized access to your recording, you can specify a password for the recording. If the recording is downloaded to the viewer's computer, the network-based player will need to be downloaded and installed as well.

Sending Recording links by Email

1. Navigate to **My WebEx>My Files>My Recordings**.

2. Under the *Topic* heading, select a title. *The Recording Information page appears.*

Recording Information: Design Review-20061120 1655

Topic: Design Review-20061120 1655
Create time: 11/20/06 9:51 am
File size: 4KB
Duration: 20 minutes
Description:
Streaming recording link: https://wbscoursedev.webex.com/wbscoursedev/servicenbrshared.php?action=playback&recordID=3708567&recordKey=2128AFB8DB6B2DC8CCA050AD719B3D8DEBA

Download recording link: https://wbscoursedev.webex.com/wbscoursedev/servicenbrshared.php?action=download&recordID=3708567&recordKey=2128AFB8DB6B2DC8CCA050AD719B3D8DEBA

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

[Edit Properties] [Playback] [Download] [Go Back]

3. Click the **Copy** icon for the link you want to distribute.

4. If you would like to require a password to view the recording, click **Edit Properties**.

5. Enter a password in the **Password** and **Confirm Password** boxes, and click **Save**.

6. Paste the link into an email or instant message to send to your attendees.

   Note: When attendees click the link for streaming playback, the WebEx Player is downloaded automatically. If they choose the Download link, they will need to download the Player for .arf files manually.

Downloading the WebEx Player

1. Log in to your WebEx service site.

2. On the left navigation bar, under *Assistance* click **Support.**

3. Scroll to the *Downloads* heading and click **Recording and Playback page**.

4. Locate the WebEx Player download for your operating system, under for .ARF.

   Note: Network-based recordings are saved as .arf files. You cannot play back these recordings with the players that support .wrf.

5. Click **Download** and follow the instructions. *The WebEx Player is installed.*

Playing a Downloaded Recording

1. Double-click the WebEx Player icon. *The Player launches.*

2. Select **File>Open**, navigate to the .arf file you want to view, and click **Open**. *Buffering appears on the Status Bar until the recording is ready to play.*

Panel Access
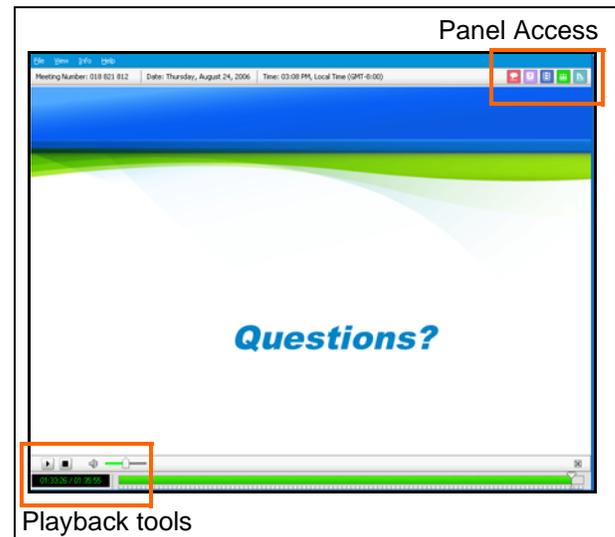
Playback tools

3. Playback starts automatically.

4. Use the Playback tools in the bottom left corner to pause/resume and stop the recording.

5. Use the panel access icons in the upper right corner to open panels.

Special Note: To publish recordings on Event Center or Training Center, navigate to the site and select My Event Recordings or My Training Recordings from the left navigation bar. Click Add a Recording and enter the appropriate information.