

Deleting and Restoring WebEx Recordings

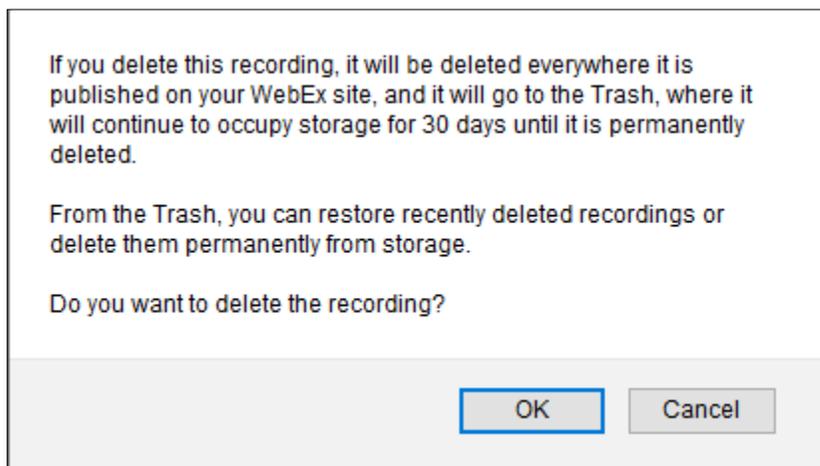
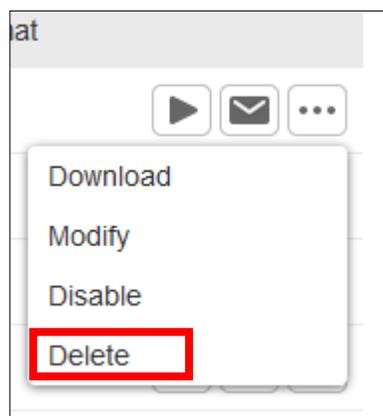
How to delete a WebEx recording:

Step 1: Login to WebEx and click “**Meeting Center**” then in the left-side menu click “**My Recorded Meetings**”.

Step 2: Find the meeting you want to delete and then click on the “...” icon.



Step 3: Choose “**Delete**” from the menu. A warning will pop up. Click “**OK**” to delete the recording.



How to restore a WebEx recording:

Step 1: If you did not mean to delete your recording you can restore it to the “**My recorded meetings**” list by clicking “**Deleted Recordings**” in the top right corner of the screen (underneath the area your username displays).



Step 2: A pop out screen will open displaying any recordings deleted in the last 30 days. Click the selection box next to the name of the meeting, then click “**Restore**”

