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”