

These are the instructions to download and delete WebEx Recordings.

Log into your WebEx account at azgov.webex.com then go to 'Meeting Center' then go to 'My Recordings'

The screenshot shows the Cisco WebEx interface. The top navigation bar includes 'Home', 'Meeting Center', 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. The user is logged in as 'steven.sheets@azgov.gov'. The left sidebar contains various options like 'New User Reference', 'Attend a Meeting', 'Host a Meeting', 'My Personal Room', 'Schedule a Meeting', 'Meet Now', 'My Meetings', 'My Recorded Meetings', 'Set Up', 'Support', 'Help', 'MyResources', and 'Downloads'. The main content area is titled 'My Recorded Meetings' and shows a search bar, a 'Total: 6 recordings' indicator, and a table of recordings. The table has columns for Topic, Security, Size, Create Time, Duration, and Format. Each row has a play button, a download icon, and a three-dot menu icon. A yellow arrow points from the 'My Recorded Meetings' link in the sidebar to the 'My Recorded Meetings' section of the page.

Topic	Security	Size*	Create Time	Duration	Format	
Steven Sheets's Personal Room...	🔒	19.28MB	2/27/18 11:29 am	23 minutes	MP4	▶️ 📧 ⋮
Steven Sheets's Personal Room...	🔒	24.47MB	2/22/18 10:31 am	37 minutes	MP4	▶️ 📧 ⋮
Steven Sheets's Personal Room...	🔒	105.37MB	2/21/18 11:06 am	1 hour 50 minutes	MP4	▶️ 📧 ⋮
Steven Sheets's Personal Room... Health Services Call 2	🔒	97.08MB	2/20/18 9:07 am	1 hour 49 minutes	MP4	▶️ 📧 ⋮
Steven Sheets's Personal Room... Health Services MegaPort Call ...	🔒	206.57MB	2/15/18 9:32 am	5 hours 1 minute	MP4	▶️ 📧 ⋮
Steven Sheets's Personal Room... AWS configuration	🔒	45.75MB	2/2/18 9:31 am	1 hour 5 minutes	MP4	▶️ 📧 ⋮

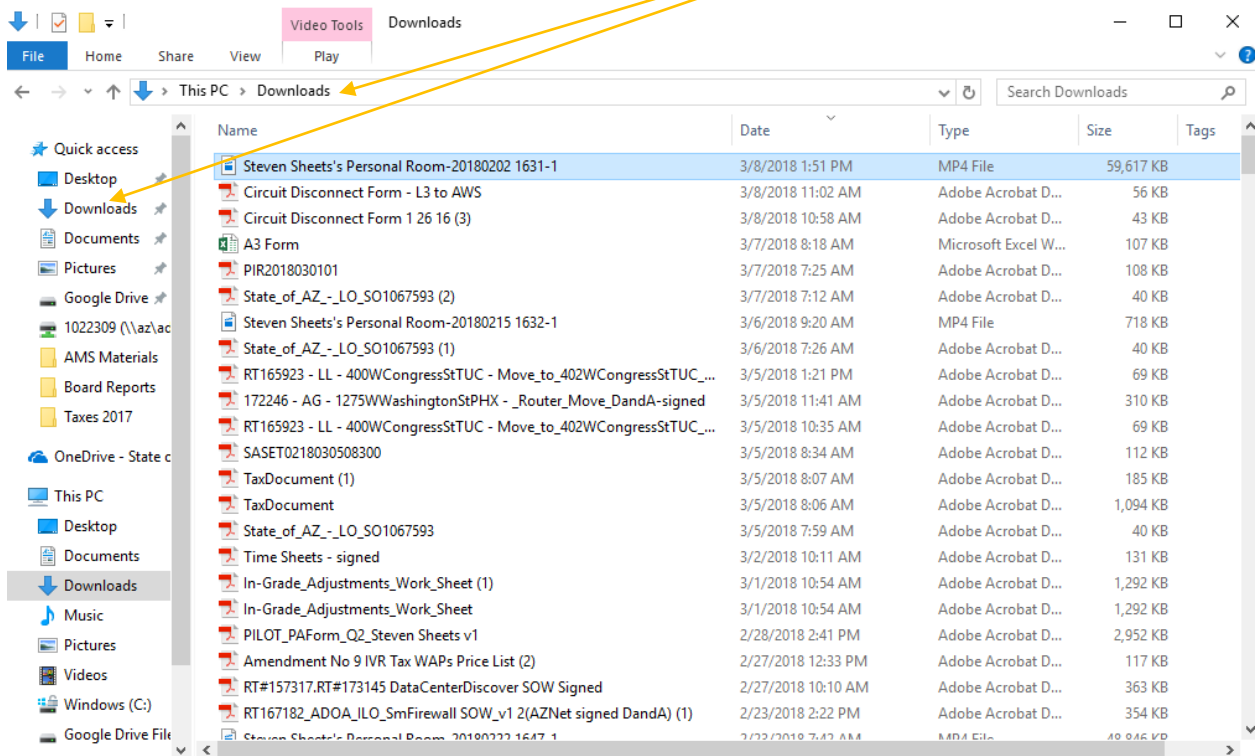
Once under 'My Recording' click on the 3 dots to the right and select download

This screenshot is similar to the previous one but shows a dropdown menu open for the last recording in the table. A yellow arrow points from the text above to the three-dot menu icon of the last recording. The dropdown menu contains the following options: 'Download', 'Modify', 'Disable', and 'Delete'.

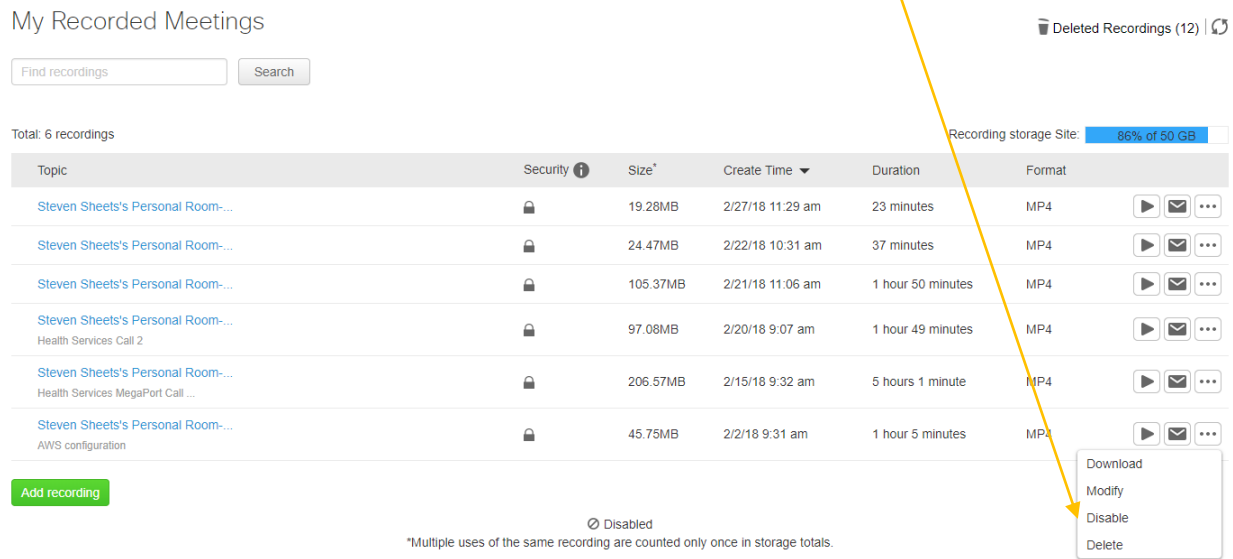
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- Download
- Modify
- Disable
- Delete

By default the recordings will be downloaded to your Downloads folder



When you have downloaded the file and saved it, please make sure you delete the file.



This last step is EXTREMELY important at this time because we are almost out of storage. Please empty your trash.

The screenshot shows the Cisco WebEx interface. At the top, there is a navigation bar with links for Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. The user's email address, marcy.fleming@azdoa, is displayed in the top right. On the left, there is a sidebar with various navigation options. The main content area is titled 'My WebEx Files' and includes a 'Welcome, Marcy Fleming' message. Below this, there are tabs for 'My Documents' and 'My Recordings'. Under 'My Recordings', there are sub-tabs for 'Meetings', 'Events', 'Training Sessions', and 'Miscellaneous', along with a 'Deleted Recordings (4)' link. A yellow arrow points from the text above to this link. Below the tabs, there is a section titled 'Edit a Recording' with a 'Basic Information' form. The form includes fields for 'Recording topic', 'Presenter', 'Email Address', 'Description', and 'Agenda', each with a '(Required)' label.

Here is how you complete the process.

The screenshot shows the 'Deleted Recordings (4)' dialog box. At the top, there is a close button (X). Below the title, there is a message: 'Deleted recordings will be permanently deleted from the Trash and from recording storage after 30 days. If you want to remove them from recording storage earlier, you can delete them permanently now.' Below the message is a table with columns for 'Topic', 'Size', 'Create date', and 'Delete date'. The table contains four rows of data. A yellow arrow points from the text above to the 'Empty Trash' button at the bottom right. Another yellow arrow points from the text above to the 'OK' button in a 'Message from webpage' dialog box that is overlaid on the table. The dialog box contains the text: 'All items in the trash will be deleted permanently. Do you want to continue?' and has 'OK' and 'Cancel' buttons.

<input type="checkbox"/> Topic	Size	Create date	Delete date
<input type="checkbox"/> Marcy Fleming's Room...	54.0KB	1/19/18 1:25 pm	2/23/18 8:52 am
<input type="checkbox"/> Marcy Fleming's Room...	19.97MB	1/12/18 10:00 am	3/8/18 1:36 pm
<input type="checkbox"/> Marcy Fleming's Room...		11/3/17 10:27 am	2/23/18 8:53 am
<input type="checkbox"/> Test-20170828		8/28/17 7:28 am	2/23/18 8:53 am

Buttons: Restore, Delete Permanently, Empty Trash