

## How to Export WebEx Meeting Recordings

1. Log in to [WebEx](#)
2. Navigate to **Host a meeting** -> **My Recorded Meetings** from the left-side navigation bar.
3. From the **My Recorded Meetings** page, go to the line entry for the meeting you wish to export and select Download from the right-most drop down button.

The screenshot displays the 'My Recorded Meetings' interface. On the left, the navigation menu has 'My Recorded Meetings' highlighted. The main area shows a table with one recording entry: 'John Young's Personal Room-201...'. The 'Download' button in the right-hand menu for this entry is highlighted with a pink box. The page includes a search bar, a table with columns for Topic, Security, Size, Create Time, Duration, and Format, and a storage status indicator showing 84% of 10 GB used.

Clicking Download will lead you to the following screen, and auto-download will begin.

The screenshot shows a Microsoft Edge browser window titled 'Download file - Microsoft Edge'. The address bar displays the URL: [wcmc.webex.com/mw3200/mywebex/nbrDownload.do?siteurl=wcmc](https://wcmc.webex.com/mw3200/mywebex/nbrDownload.do?siteurl=wcmc). The main content area shows the download file name: 'Download file: John Young's Personal Room-20170508 1522-1'. Below the file name, it states: 'The recording file is ready for downloading now.' and includes a note: 'Note: The WebEx ARF player is required to playback the recording. [Download ARF player](#)'. A 'Close Window' button is located at the bottom of the window.