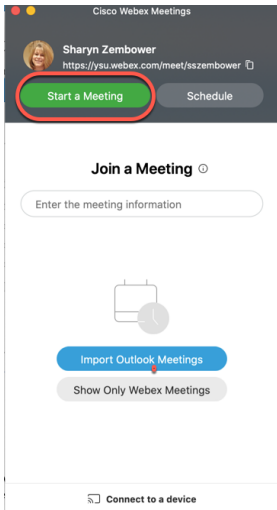


Lecture Capture using Webex

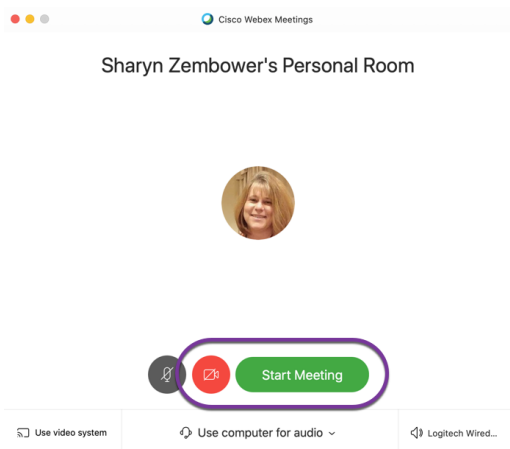
1. Open your Map PowerPoint.
2. On your desktop look for and click the Webex Meetings Icon



3. Click start meeting.



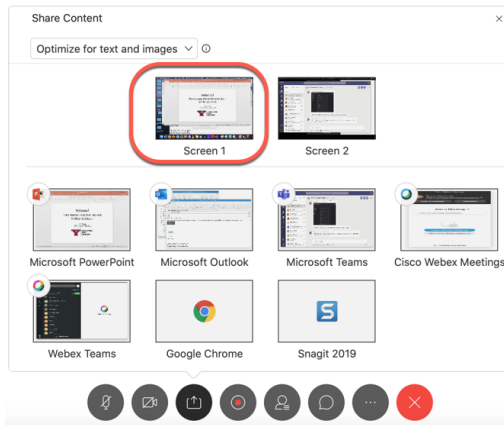
4. On the next screen please click the camera button and it will turn red. Click start meeting



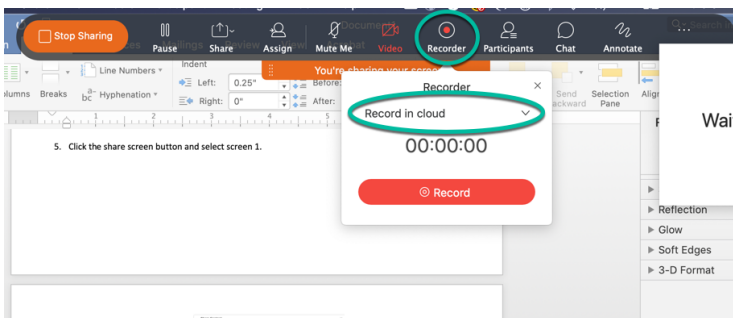
5. Click the share screen button and select screen 1.

Waiting for others to join

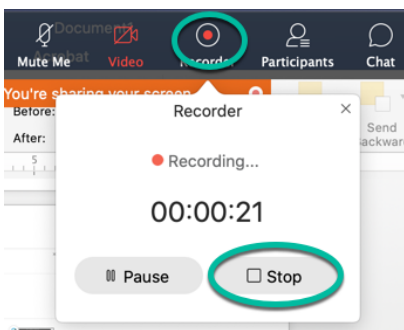
**Share
Screen**



6. Once you share your screen, hover your cursor above the orange share bar at the top of the screen and click record.
7. On the pop up box, make sure it says record in the cloud and click the red record button and then click the small X in the upper right corner of the record box to make it go away while you record.



8. Start your lecture going through your PowerPoint.
9. Once you are finished lecturing, move your cursor back up to the orange share bar and click the record button again. Click stop

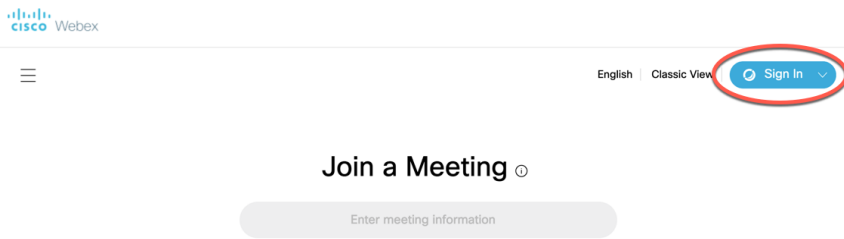


10. Up in the orange share bar, click stop share.
11. Click the big red X to leave the meeting.



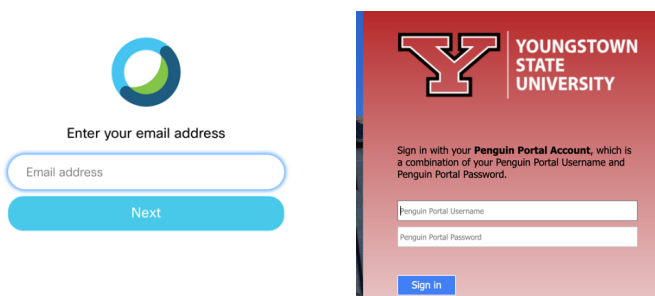
12. You will then get an email message that your recording is ready. It will take awhile and it takes time for the recording to process.

13. Once you get the email, please open a browser and navigate to ysu.webex.com.

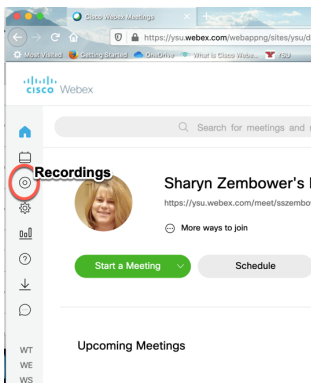


14. Sign in using your YSU email address

15. Sign in with your YSU username and password



16. Click the recordings button located in the left column.



17. Once the recordings page appears, click the share button.



18. Click the copy button

Share Recording



Share with specific people

Message

I'd like to share the meeting recording with you.

Public Link



Anyone with the link can view this recording

<https://ysu.webex.com/recordingservice/sites/ysu/recor>



Password protection

Copy Icon

pYFhXAJ4

Cancel

Save

19. Paste the link in blackboard or send the link to your students.