


Recording Lectures Using Webex Meetings

Step-by-step guide for using classroom computers

1. Login to WebEx on classroom computer using your PTS email.



Sign in to Webex Meetings

Next

[Use as guest](#)

2. Click "Start Meeting." Continue sign in process using PTS credentials



 **PRINCETON THEOLOGICAL SEMINARY**

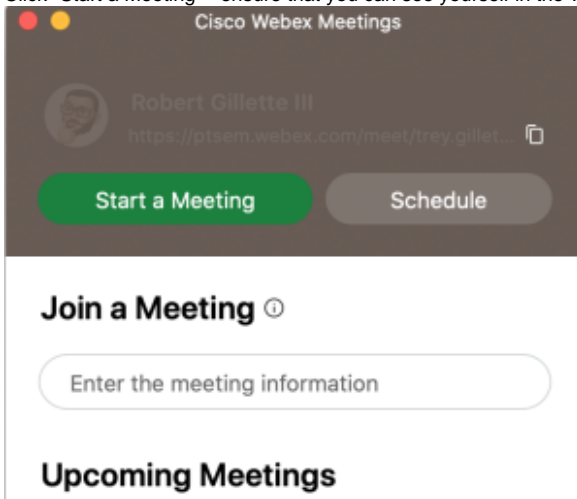
Please sign in with your seminary email

password


[Sign in](#)

[I forgot your password!](#)

3. Click "Start a Meeting" - ensure that you can see yourself in the video. Make adjustments as needed.



Cisco Webex Meetings

 Robert Gillette III
<https://ptssem.webex.com/meet/trey.gillat...>

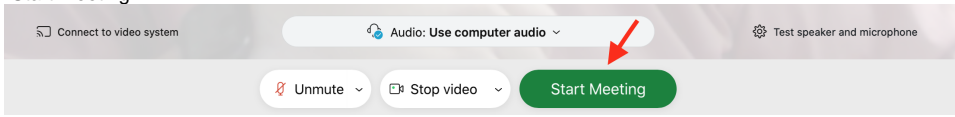
[Start a Meeting](#) [Schedule](#)

Join a Meeting ⓘ

Upcoming Meetings

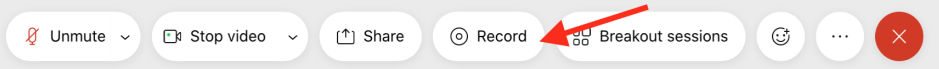
- 4.

5. "Start Meeting"



6. Click Record Button.

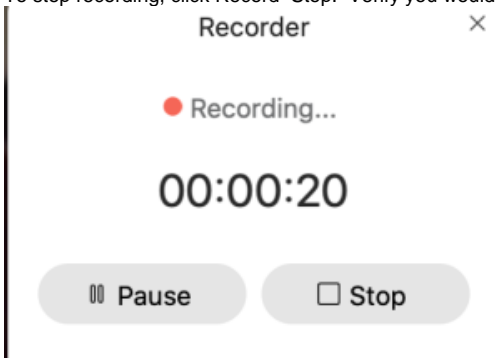
*** Recordings stored on computer will be automatically DELETED as soon as computer is restarted.**



7. Make sure that "Record to Cloud" is selected.



8. To stop recording, click Record Stop. Verify you would like to stop recording.



9. Restart computer after your class is complete to logout of your WebEx credentials.

You can access your recordings using your account ptsem.webex.com.

i Please note: information current as of 9/7/21. Will be updated upon completion of video camera installation in Stuart 1-6.