# Share WebEx Recordings in Panopto

*A&II Supporting Innovation in Teaching & Learning*

Best Practice: Download the WebEx vide recording, upload video to the course Panopto folder. Follow these steps:

1. Login to WebEx: https://samuelmerritt.webex.com/

2. Choose the WebEx **Classic View** or **Modern View** (you can toggle between the two views).

| Classic View | Modern View |
|---|---|

### Classic View



3. Select "My WebEx".



4. Select "My Recorded Meetings".



5. Select the recording, click the "pulldown arrow", and click "download".



### Modern View



3. Select "My Recorded Meetings".



4. Select the video recording.

5. Click the "download" arrow.



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The video will prepare for downloading.

6. Select "Save File" and click "Ok" when the video is ready.



You'll find the mp4 file in the "downloads" folder.

7. Upload recording to the course Panopto folder.
   • Text Guide
   • Video Guide

8. Edit Panopto video (if necessary).
   • Text Guide
   • Video Guide

9. Order Captions.