

## Recordings and Media

Last Modified on 09/09/2024 3:23 pm IDT

 This article is designated for all users.

### About

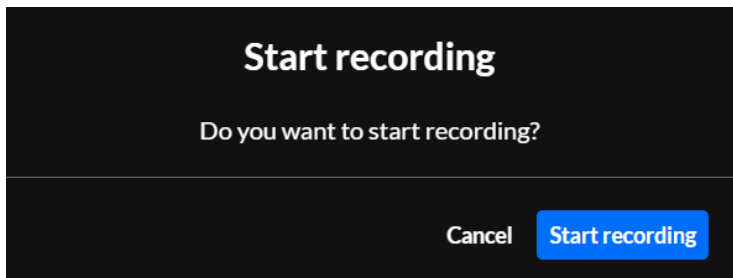
This article describes how to record a webinar. It also describes how to access the recordings and additional functionality available to you.

### Start recording

1. Click **Start recording** or click the three dots button and choose **Record**.



You are asked to confirm your action.



2. Click **Start recording**.

Note the red "record" light in the lower left corner of the screen that indicates you are currently recording.

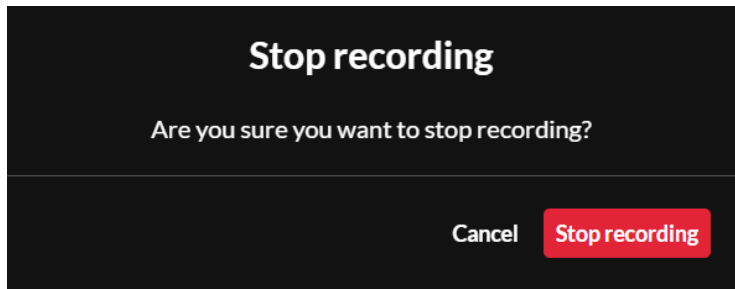


### Stop recording

1. Click the Stop Recording (square icon) button or click on the three dots button and choose **Stop Recording**.



You are asked to confirm your action.

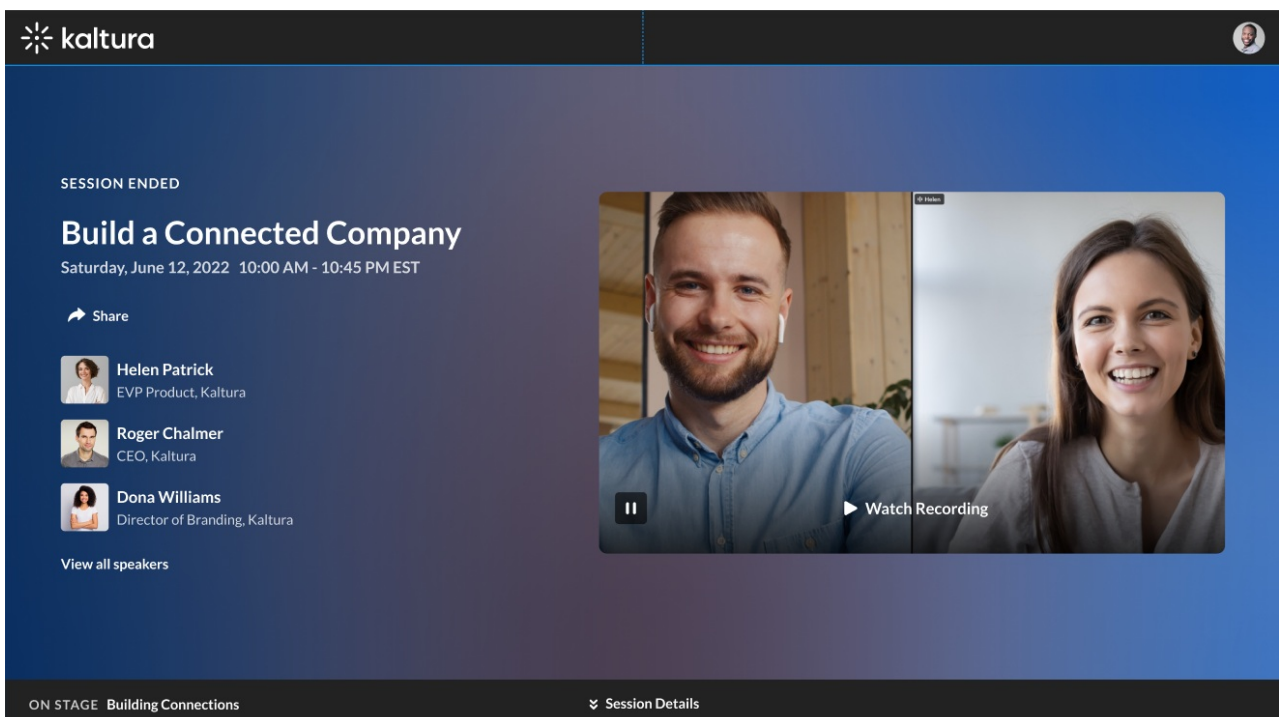


2. Click **Stop recording**.

## Automatic recording publishing after webinar ends

Once you stop recording, a toast message displays asking you to wait for the recording to be uploaded. Another toast message displays informing you once it has been uploaded successfully. The webinar recording is now published.

On the site, the recording has now replaced the live session. Simply click on the player to watch the recording.



You can find the file on the Recordings & media tab. See the following section for additional functionality.

## Additional functionality on the Recordings & media tab

### Edit recording

1. On the Recordings & media tab, click on the recording, or click the blue dots button and select Edit.


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### Recordings & media

Search  All publish statuses ▾ 1 Media [Upload media](#)

Name	Type	Last updated ▾	Publishing status
 05:14 Sample Recording	video	01/24/23	<span style="color: green;">Published</span> <span>⋮</span>

**Edit**

Unpublish webinar recording

Download

Delete

The Editing screen displays.

## Sample Recording

Video  Published



Save



 [Edit thumbnail](#)

Title (required)

16/60

Sample Recording

Description

**B** *i* u ☰ ☷ 🔗

Entry ID:

Type: mp4

Size: 19MB

Created: January 24, 2023 at 1:38 PM

Last updated: January 24, 2023 at 1:43 PM

Added by:

2. Here you may edit the thumbnail, title, and description of the recording.
3. Click **Save** when you are finished.

### Unpublish, download, or delete recording

On the Recordings & media tab, click the three-dots button and select the appropriate action.


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### Recordings & media

Search  All publish statuses ▾ 1 Media [Upload media](#)

Name	Type	Last updated ▾	Publishing status
 05:16 Sample Recording	video	01/24/23	<span style="color: green;">Published</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">⋮</span>

- Edit
- Unpublish webinar recording
- Download
- Delete

When unpublishing or deleting a recording, you will be asked to confirm your action.

### Upload additional media

Click on the **Upload media** button to upload additional media.