

Webex Meeting Recording and Transcription

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Overview

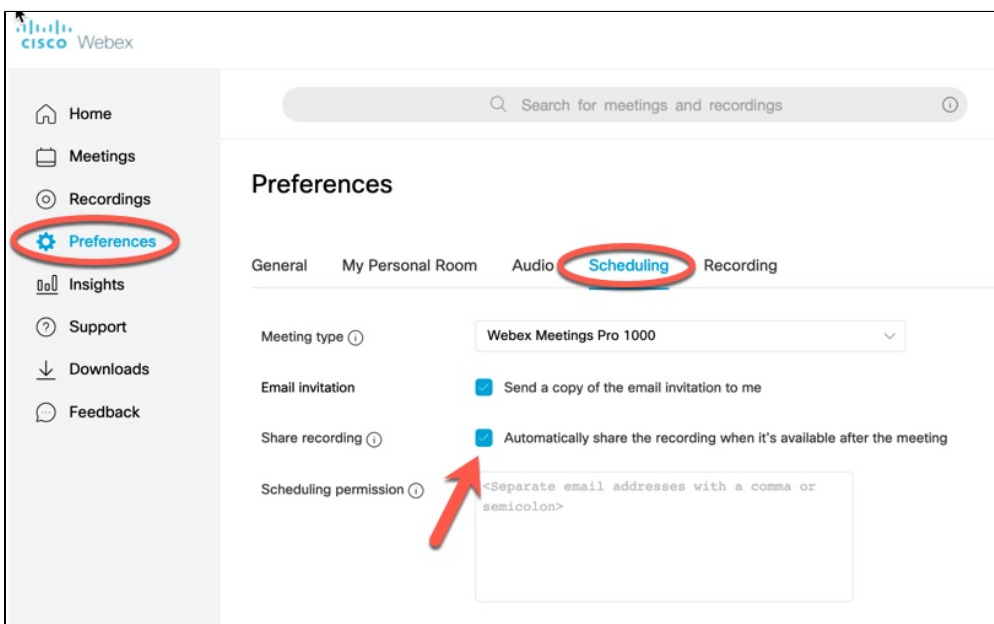
You can adjust your preferences for the default recording and transcription behavior of Webex meetings you host. It's also possible to change settings on a meeting-by-meeting basis.

- The host controls if meetings are recorded or transcribed.
- By default, meetings are not recorded.
- The host can set up default recording or record a specific meeting.
- Recorded meetings are transcribed by default. Hosts can change this behavior in their settings.

Recording Meetings by Default

Recording settings allow you to choose if recordings are made and how they're shared. If you do not record your meetings, they will not be transcribed.

1. Login to <https://mit.webex.com>
2. In the left-hand column click **Preferences** and select the **Scheduling** tab.



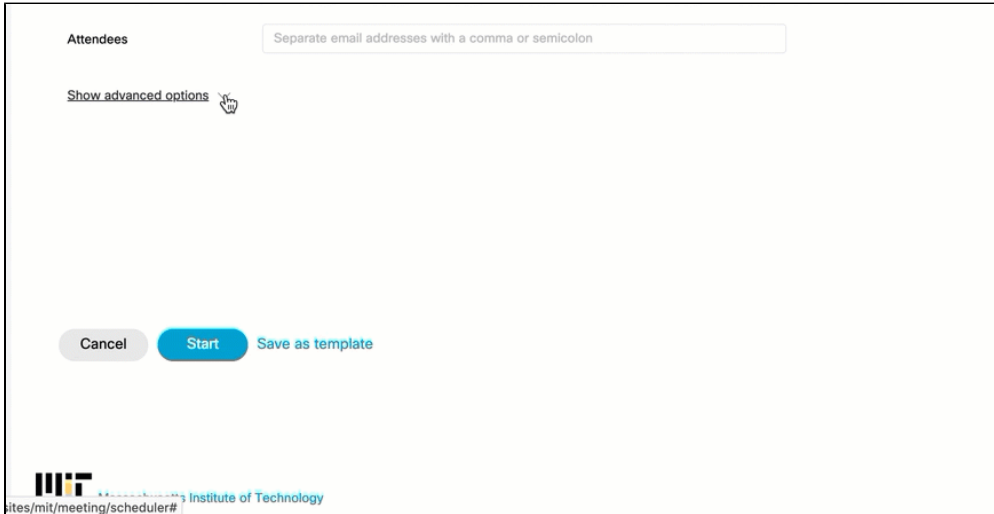
3. From here select your preferred option to transcribe or not.
4. Be sure to click **save** to apply your settings.

Recording a Specific Meeting

If you do not have a recording turned on by default and want to record a specific meeting, you have two options. You can set it up when you schedule the meeting or use the host controls in the meeting. For your personal room, host controls are the only option as it's a persistent room, not a scheduled space.

Setting up Recording When Scheduling a Meeting

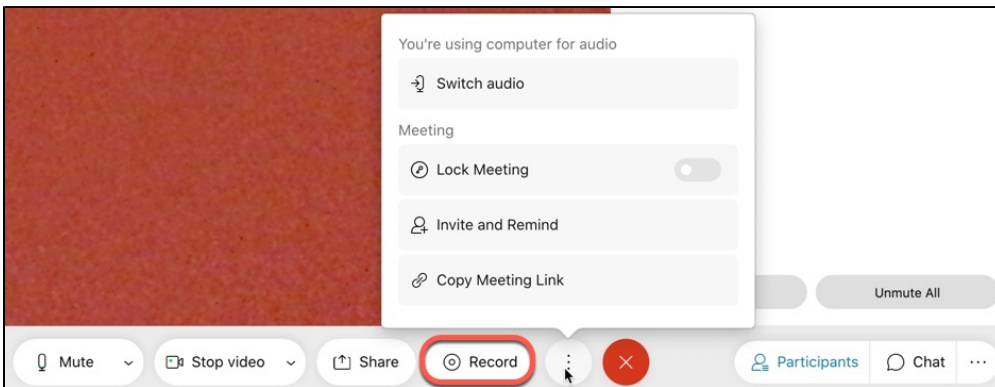
1. Login to <https://mit.webex.com>
2. Click the **Schedule** button to schedule a meeting.
3. Click **Show Advanced Options > Meeting Options**



4. Scroll down to find "Automatic recording" and check the box.
5. Be sure to click **Schedule** when you're done setting up your meeting to save it.
Result: Your meeting will be recorded. It will be transcribed or not per the host's settings.

Starting Recording a Meeting in Progress with Host Controls

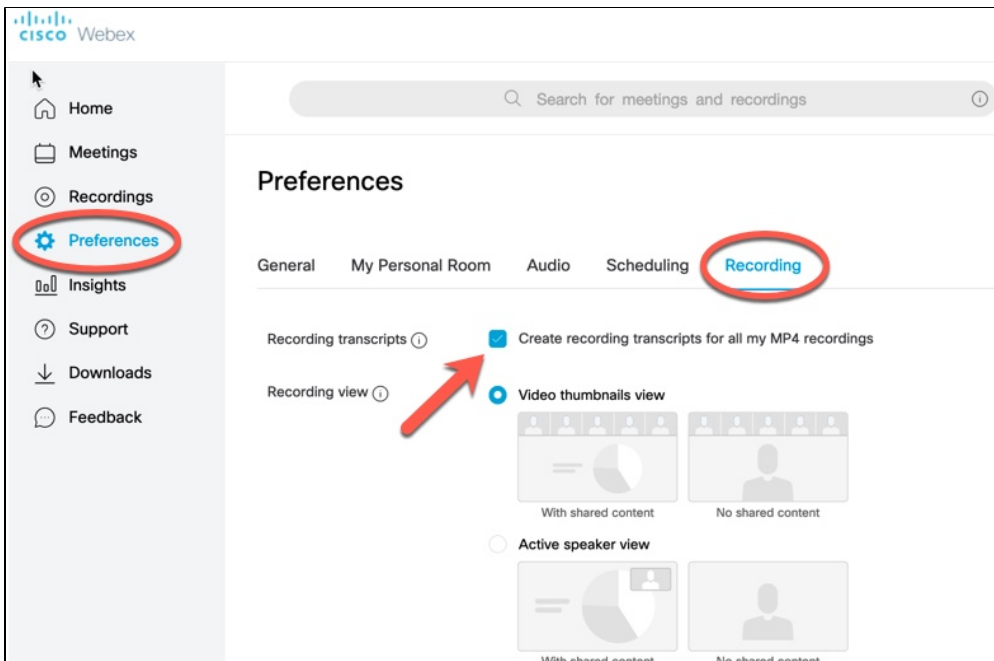
Once you're in a meeting as the host, you'll see the record button on your host controls. Simply click it to start recording. You can pause, resume and stop the recording at any time.



Transcription

Transcriptions are made by voice recognition software. No people at Webex are listening to your audio in order to create these transcriptions. This means there will be some errors where software fails, but your privacy is respected.

1. Login to <https://mit.webex.com>
2. In the left-hand column click **Preferences** and select the **Recording** tab.



3. From here select your preferred options to record or not.
4. Be sure to click **save** to apply your settings.

See Also

- [Webex Landing Page](#)
- [Record a Meeting](#)
- [How do I access recorded meetings in Webex?](#)
- [Download and Play a Recorded Meeting](#)
- [Recording Transcripts](#)