Archiving WEBEX recordings

1. **Sign into http://webex.com and choose Recordings from the left side menu.**
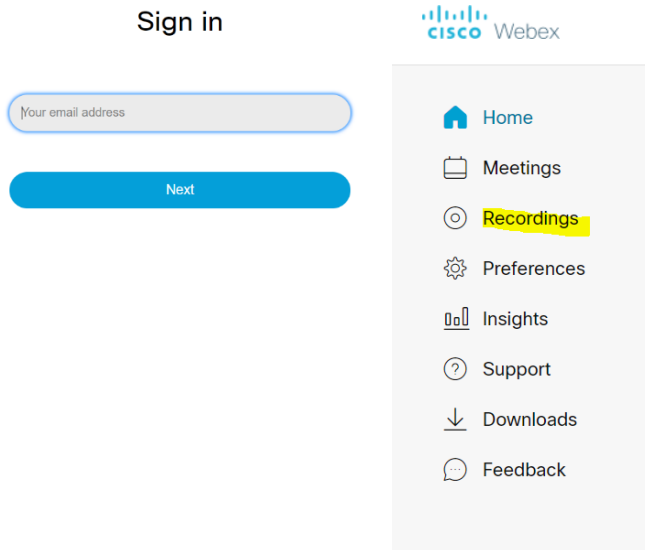
2. **Download any video you want to archive by clicking on the down arrow. This will save the mp4 file onto your computer. Make sure to note where file is saved. Depending on the file size, this may take several minutes to download.**
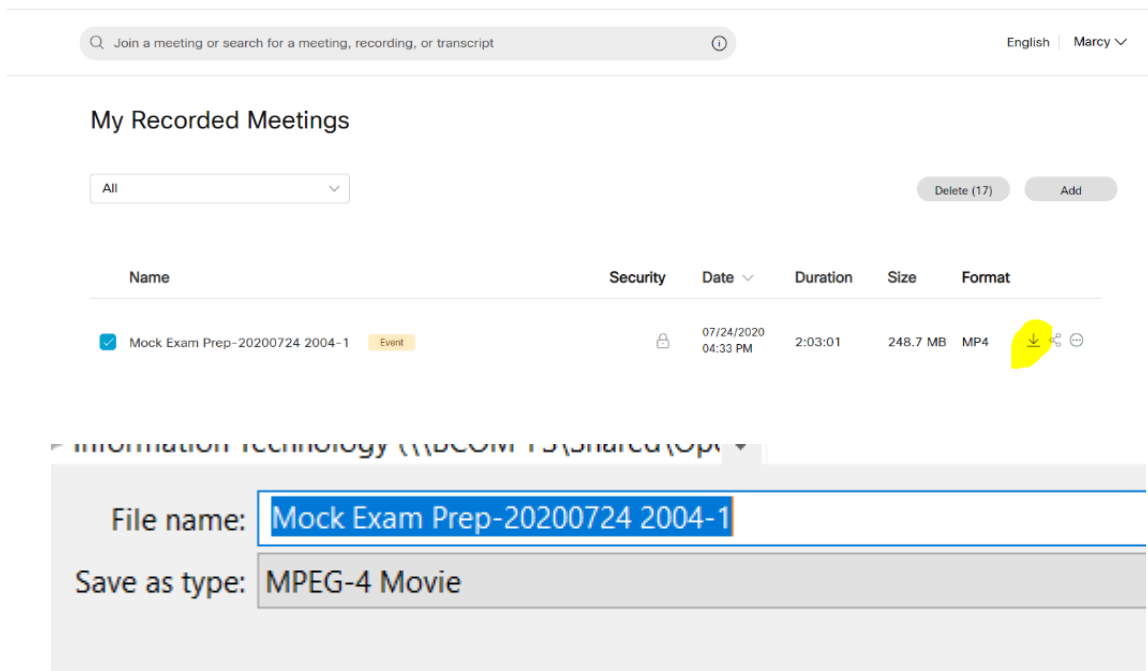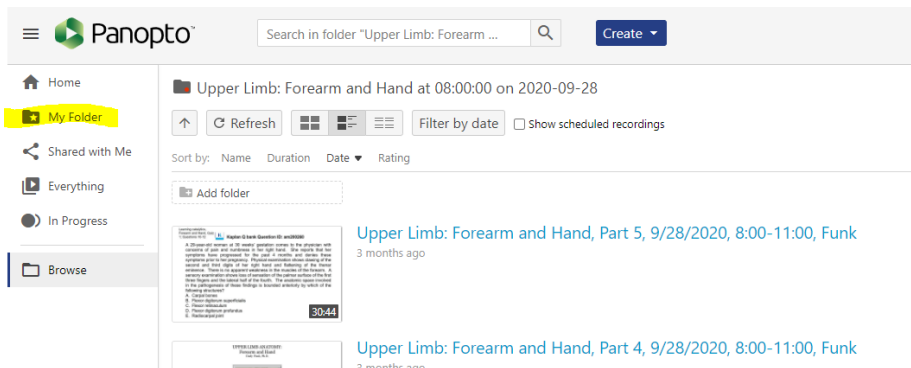
Once you have successfully downloaded the recording file you must upload it from your computer into Panopto.

3. **Enter into your Panopto account by going through ANY lti link in a Leo event**
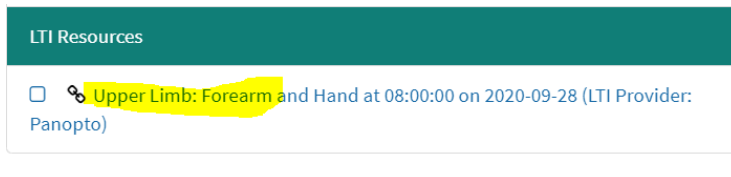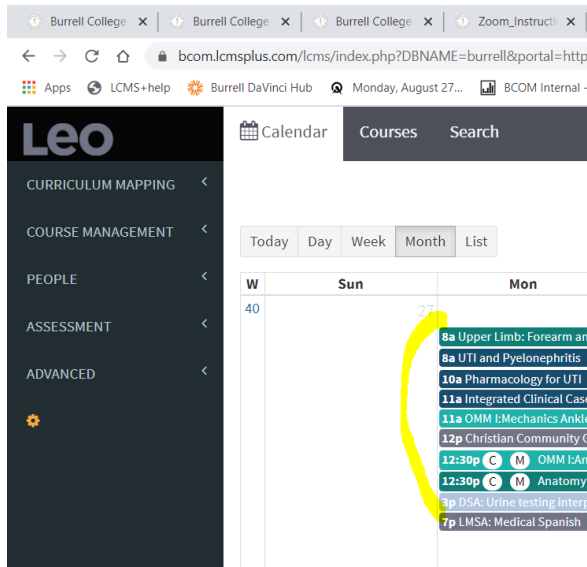
4. **Once in Panopto (regardless of the folder that you access) navigate to My Folder**

5. From the My Folder folder Click on Create, Upload Media

6. Navigate to the recording file on your computer and upload to Panopto