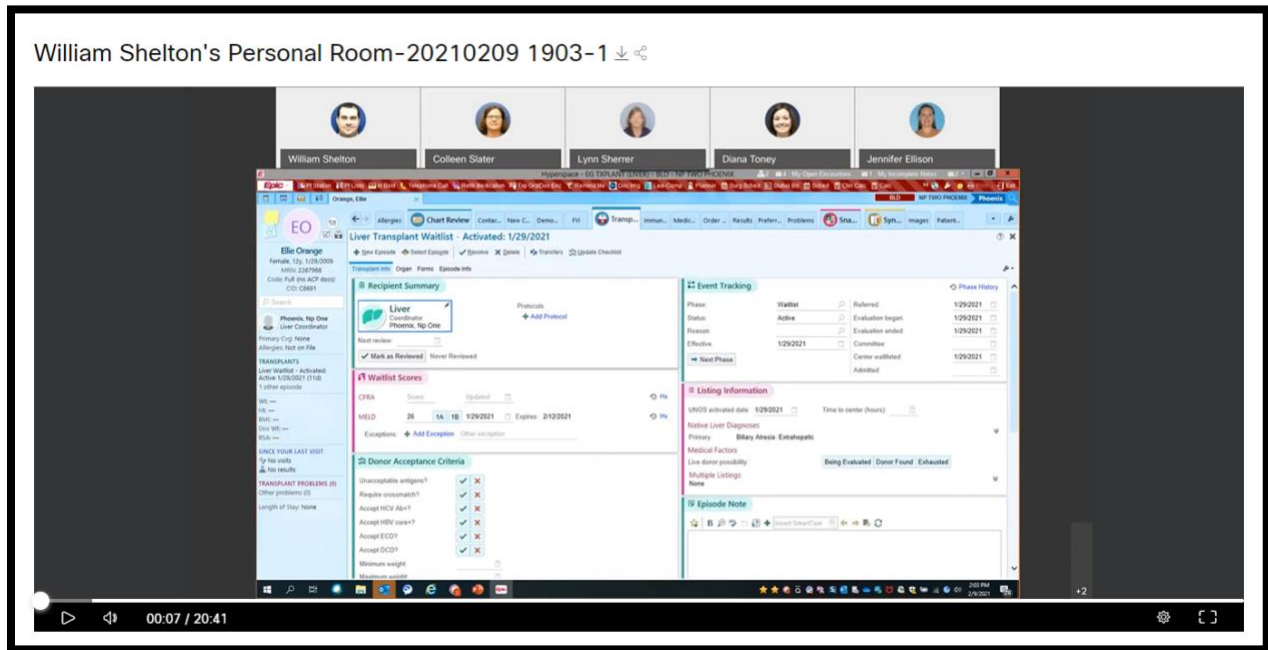
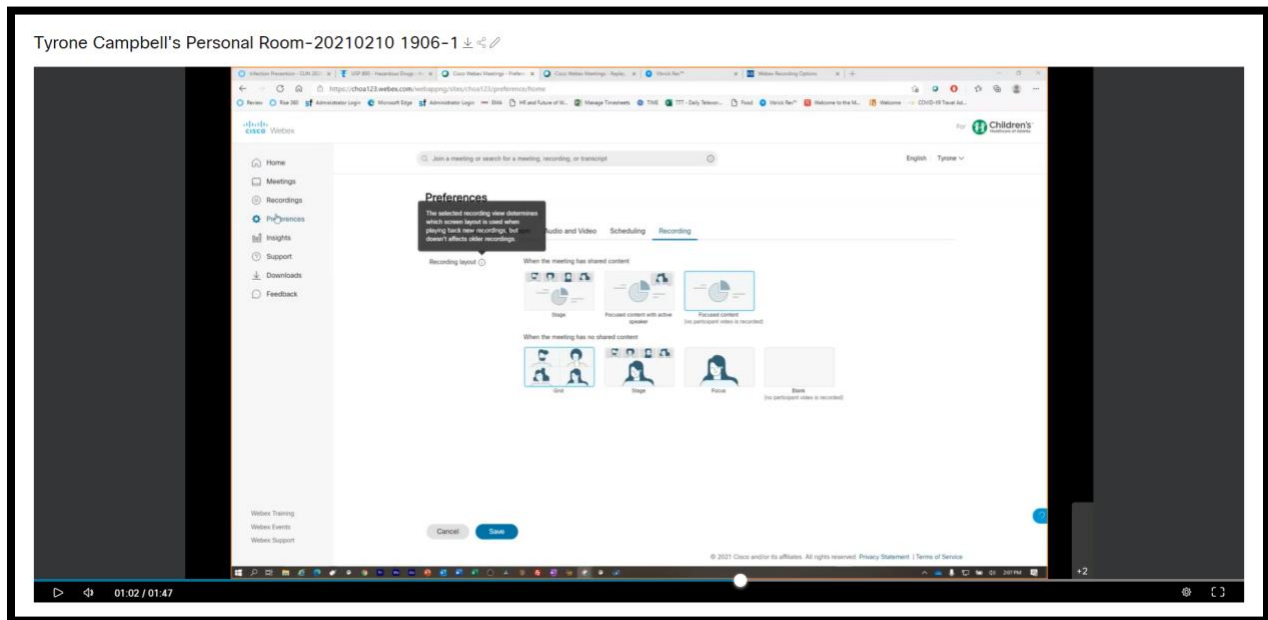


Building a Better Webex recording.

By default, Webex is set to record the participant panel at the top of the screen. This will produce a video in the example below. The problem with this video is that it must be edited to be used in an eLearning module.



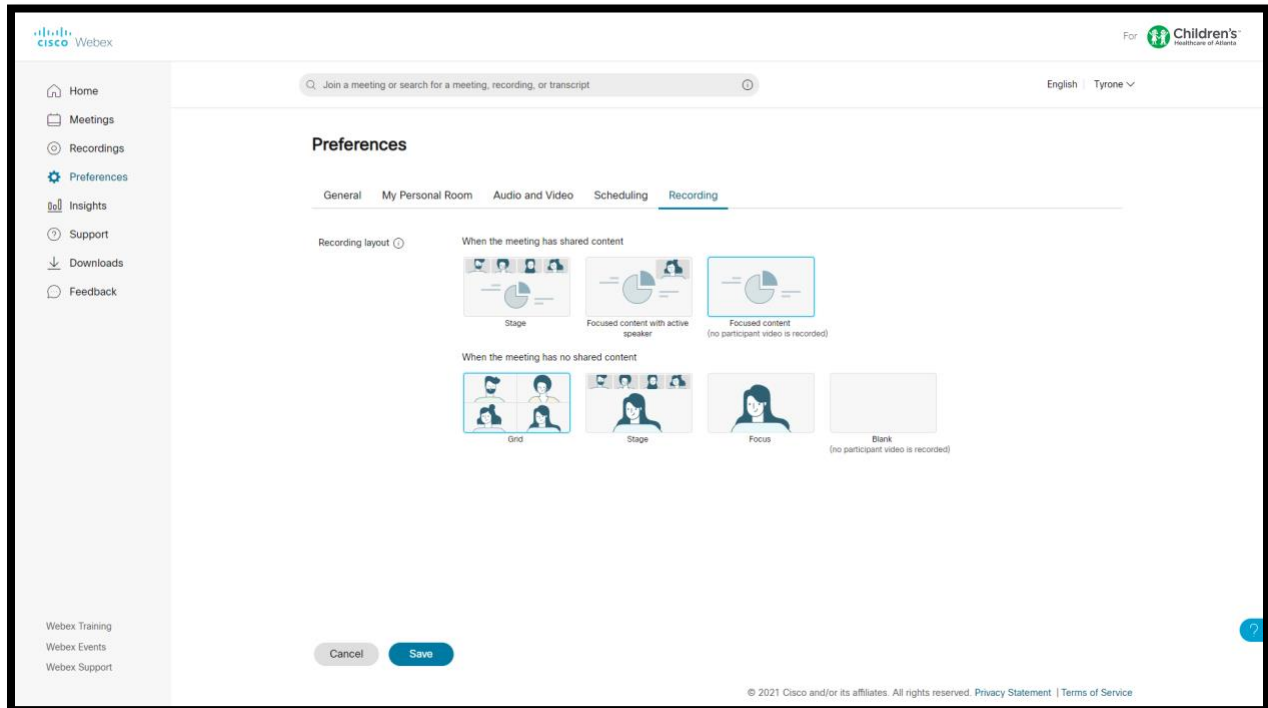
Here is an example of a Webex recording without the participants.



Follow these steps to change your personal recording settings in Webex.

1. Login to Webex to access your account. <https://choa123.webex.com>
2. Click **Preferences**
3. Select the **Recording** tab
4. Choose the **Focused content** recording layout
5. Click **Save**

This will become your default for all new Webex recordings.



The default format for Webex meetings is MP4. Once your recordings are ready, we can place them into PeopleIQ without having to edit the video or crop out participants.