

RINGCENTRAL VIDEO: RECORDING VIDEO MEETINGS

RingCentral Video lets you record and share your video meetings, so you can easily archive important meetings or share them with people who weren't able to attend.

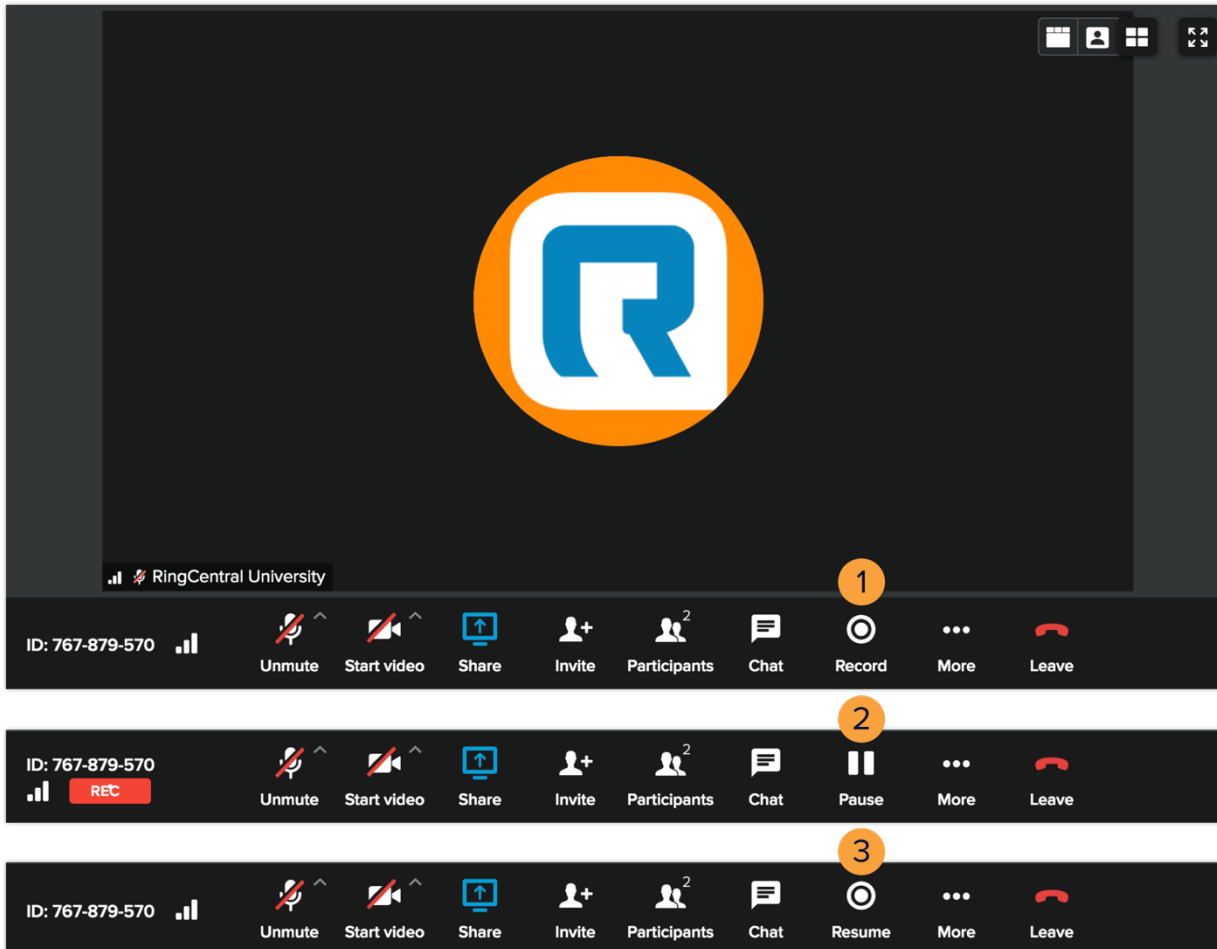
RECORDING VIDEO MEETINGS

Use the following steps to record a RingCentral Video meeting session:

1. Click **Record** to start recording the video meeting.
2. If necessary, you can click **Pause** to pause the recording.
3. Click **Resume** to resume recording the video meeting.

The recording is automatically saved once the video meeting ends.

Note: The ability to record is only available to the video meeting host and participants who have been assigned as moderators.



ACCESSING VIDEO MEETING RECORDINGS IN THE RINGCENTRAL APP

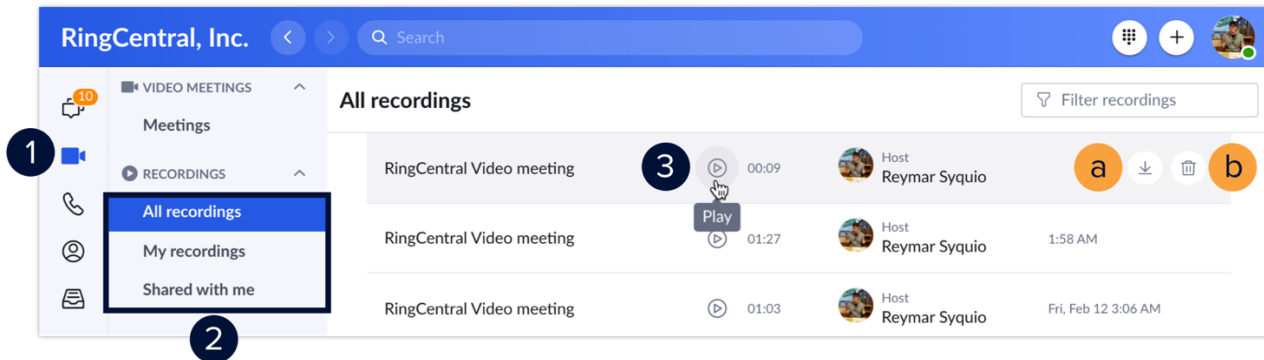
You can access your recorded video meetings in the RingCentral app by following these steps:

1. Click **Video**.
2. Select your preferred list of recordings.
3. Select a specific video meeting recording and press **Play** to view it.

You can also choose the following options:

- a. **Download** – Downloads the video meeting recording to local storage.
- b. **Delete** – Deletes the selected recording and removes it from all shared contacts.

A new window displays after clicking **Play**, this allows you to view the video meeting details and play the recording.



You can also share recordings to other contacts by following these steps:

4. Click **Share recording**.
5. If you want to share the recording to contacts that didn't participate in the meeting, type their names in the **Additional co-workers** field.
6. Select the names of meeting participants to share this recording.
7. Click **Share** to finish.

