

# WebEx Recording Space

## HOW DO I FREE SPACE IN MY RECORDINGS FOR MY WEBEX ACCOUNT?

Anyone who has reached the limit of storage can download the recordings to OneDrive or any other storage site they use.

Once they download and save the file they can delete the file by following these simple steps:

Log into your WebEx account:

Go to My WebEx

Go to My Files

Go to My Recordings

Look for Trash on the right hand top

Empty the trash

The screenshot displays the University of La Verne WebEx interface. At the top left is the University of La Verne logo with the tagline "Knowledge • Service • Vision". The top navigation bar includes links for Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. The user is logged in as Kristin Lewis (klewis@laverna.edu). The main content area is titled "My WebEx Files" and shows the "My Recordings" tab selected. The interface indicates that recording storage is at 92% of 50 GB. A "No Recording" message is displayed, and the "Add recording" button is disabled. A "Trash (0)" link is visible in the top right corner of the recordings section.

This should free up your space to continue recordings in the future.