

HELP FILE

Record a Session

You can record any session and then store the recording for attendees to view at a later time. When a session is recorded, the presenter's screen, the audio conference and any shared applications are included.

GoToWebinar offers you 2 options for session recording. You can choose whichever option works best for you! See [Choose your recording method \(online vs. local\)](#) for more information.

The features that are available on your account may vary depending on your subscription plan (<https://www.gotomeeting.com/webinar/pricing>).

Start recordings automatically

How does it work?

Successfully using session recording requires a series of steps on the part of the organizer. Use the steps below to set up and use session recording.

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- 1. Record sessions : Organizers and co-organizers can start and stop recording during webinars.
- 2. Convert recordings (/gotowebinar/help/convert-a-session-recording-g2w040008) : After each recorded session, you must manually convert (/gotowebinar/help/convert-a-session-recording-g2w040008) the temporary recording file into a downloadable format (.WMV or .MP4).

Note: If you use online recording, then this step is not applicable to you.

- 3. Upload recordings (/gotowebinar/help/manage-and-share-session-recordings-g2w040007) : To allow attendees to view your recordings, you can upload them to the My Recordings page.

Note: If you use online recording, then this step is not applicable to you.

- 4. Share recordings (/gotowebinar/help/manage-and-share-session-recordings-g2w040007) : You can share the recording with attendees by giving them the direct URL.

- 5. Play back recordings (/gotowebinar/help/view-a-shared-recording-g2w080002) : Attendees can use the direct URL to view the recording on any device.

Choose your recording method (online vs. local)

GoToWebinar offers you 2 options for session recording. You can choose whichever option works best for you!

You can change your recording settings at any time. Any changes made will affect all future sessions (even those that are already scheduled).

Are you seeing a different dashboard? You've opted in to GoToWebinar's fresh new look! Click here (/gotowebinar/help/record-a-session-g2w210013) for help on the new experience.

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1. Log in at <https://global.gotowebinar.com> (<https://global.gotowebinar.com/>).
2. Click **Settings** in the left navigation and go to the **Recording** tab.
3. Choose whichever option works best for you:

- **Online recording: Have your recordings automatically saved online (recommended)**

With this option, your session recordings will be automatically saved to the My Recordings page of your online account. From there you can view, download and share them with attendees. In addition, any registration settings that you set up for the session will be automatically applied to the recording. A local recording will also be saved to your hard drive as a backup.

- **Local recording: Have your recordings saved locally on your computer**

With this option, your session recordings will be saved as a file on your local hard drive. In order to view or share them with attendees, the recording file will need to be converted to a different format (.MP4). After the session, you will need to manually convert them to a different format using the Recording Manager, and then upload them to the My Recordings page of your online account.

Note: Online recording cannot be used with password-protected webinars. In that case, local recording will automatically be used.

4. Do you want shared webcams to appear in your recordings? If so, enable the "Include webcams in the recording" check box (available only for online recordings). Keep in mind that this will make your recording files larger.
5. Click **Save** when finished.

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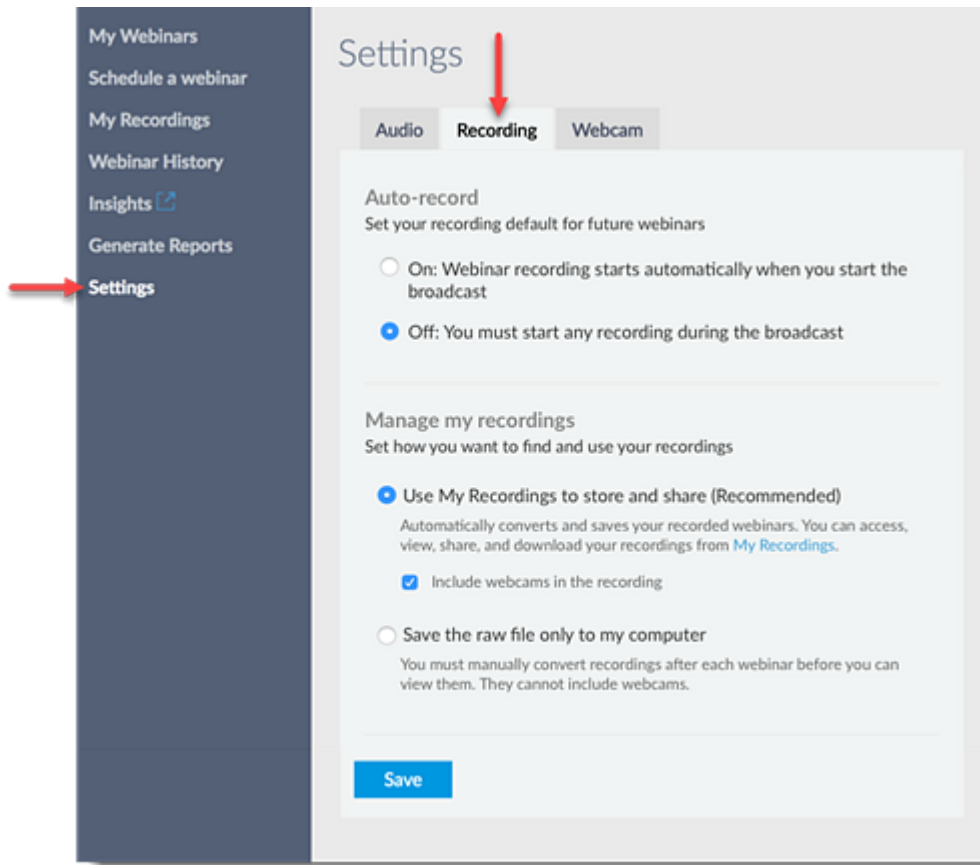


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(file:///localhost:///fs/root/surfers/Technical_Writers/Images/Laura's
Pix/MadCap_Images/G2MWT/Recording/G2T_Recording_SettingsPage.png)

Start recordings automatically

You can choose to have the desktop app automatically start recording as soon as the webinar broadcast begins by enabling auto-recording. This feature can be enabled for all future webinars from the Settings page or for specific webinars from the Manage Webinar page or from the Control Panel.

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1. Log in to your account at <https://global.gotowebinar.com> (<https://global.gotowebinar.com/>).
2. Click **Settings** and then select the **Recording** tab.
3. Select **On** under Auto-record, then click **Save**.

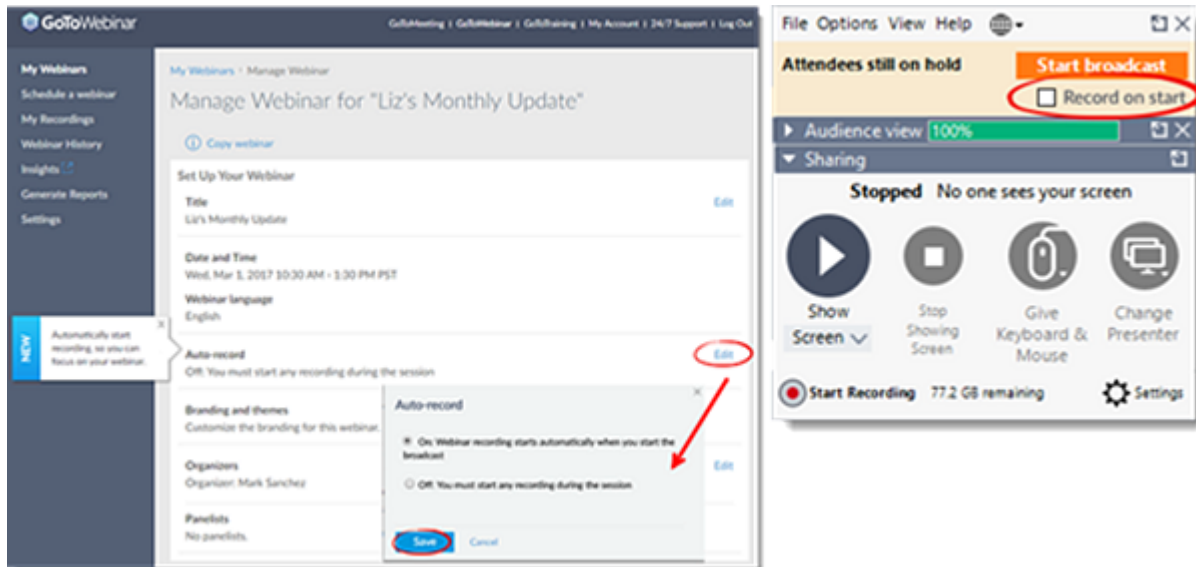
The screenshot shows the GoToWebinar user interface. The top navigation bar includes links for GoToMeeting, GoToWebinar, GoToTraining, OpenVoice, Admin Center, My Account, 24/7 Support, and Log Out. The left sidebar contains navigation options: My Webinars, Schedule a webinar, My Recordings, Webinar History, Insights, Generate Reports, and Settings (highlighted with a red circle and an arrow). The main content area is titled 'Settings' and has three tabs: Audio, Recording (highlighted with a red circle), and Webcam. Under the 'Recording' tab, there are two sections: 'Auto-record' and 'Manage my recordings'. The 'Auto-record' section has two radio button options: 'On: Webinar recording starts automatically when you start the broadcast' (selected) and 'Off: You must start any recording during the broadcast'. The 'Manage my recordings' section has two radio button options: 'Use My Recordings to store and share (Recommended)' (selected) and 'Save the raw file only to my computer'. A 'Save' button is located at the bottom left of the settings area. On the right side of the settings area, there is a 'More about recording' section with a link to 'Record a Session'.

OR

A vertical feedback widget titled 'Rate this page'. It contains three rating options: 'Good' with a green smiley face icon, 'OK' with a yellow neutral face icon, and 'Poor' with a red frowny face icon. At the bottom of the widget is a blue 'X' icon for closing the feedback form.

1. Select a specific webinar from the **My Webinars** page.
2. From the Manage Webinar page, select **Edit** under "Auto-record".
3. Select **On**, then click **Save**. This will enable auto-recording for that specific webinar.

Note: You can also start the webinar and enable the "Record on start" checkbox found at the top of the Control Panel. Recording will begin automatically once broadcast is started.



Start recording during a session

We recommend having 2 organizers record the session in case 1 organizer encounters any issues that may potentially disrupt the recording.

1. Ensure that you are sharing your screen or an application, and that you have started the broadcast.

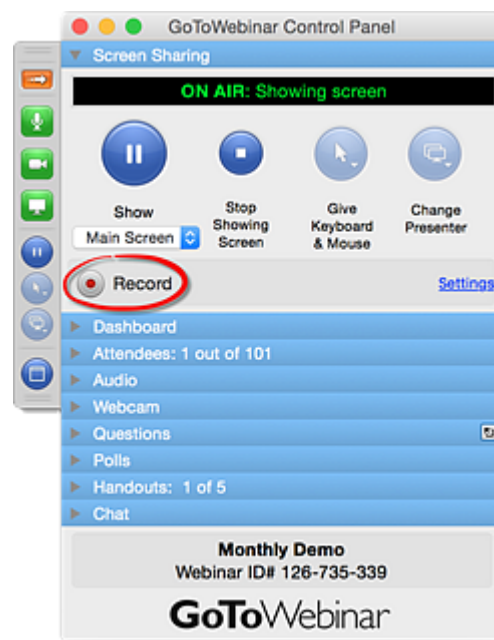
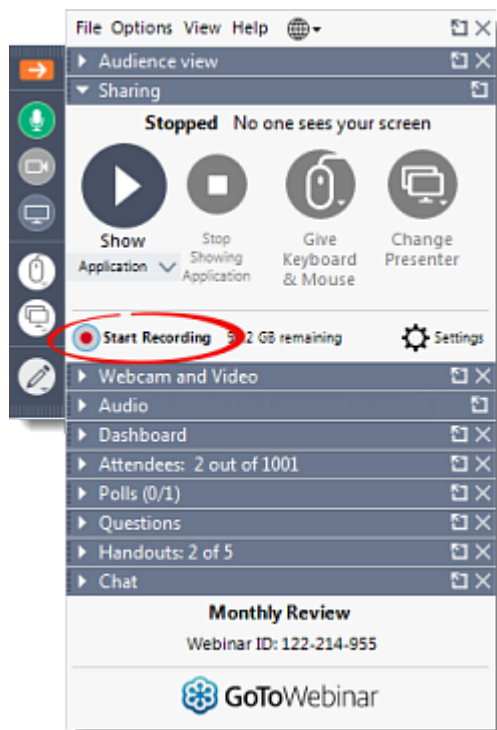
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Note: If you are using online recording, then sharing your screen is optional; you can choose to only have audio recorded if desired.

2. At the bottom of the Screen Sharing pane, click **Start Recording** (Windows) or **Record** (Mac). If you do not see the button on your Windows Control Panel, click **View > Recording** in the Control Panel menu.

Note: The free storage space available in the saved recording file location is displayed next to the button. At least 5 GB of free space must be available to record a session locally. If the recording space drops below 100MB, the recording automatically stops. If you are using online recording and do not have enough free space on your My Recordings page, GoToTraining will automatically switch to local recording.



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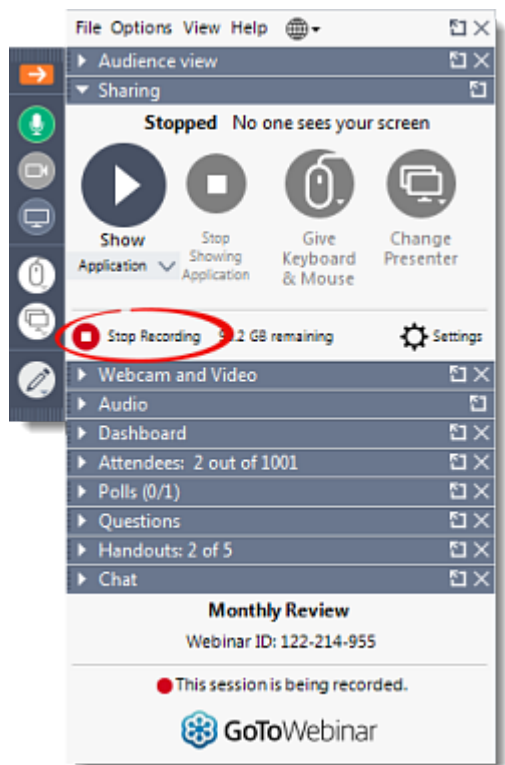


3. All attendees will see a notification that the session is being recorded at the bottom of their Control Panel. If you are using online recording, all Windows organizers will also see a pop-up message notifying them that the recording has been started.

4. If you are using local recording, you will need to manually convert those sessions using the Recording Manager . If you are using online recording, then this step is not necessary and you will be launched directly to your My Recordings page.

Stop recording during a session

1. At the bottom of the Screen Sharing pane, click **Stop Recording** (Windows) or **Recording** (Mac). If you do not see the button on your Windows Control Panel, click **View > Recording** in the Control Panel menu.
2. If desired, you can restart recording during the same session .
3. If you are using local recording, you will need to manually convert those sessions using the Recording Manager . If you are using online recording, then this step is not necessary and you will be launched directly to your My Recordings page.



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(http://support.citrixonline.com/Resources/Images/G2T_Recording_Mac_StopRecording.png)

Related

[Convert Session Recordings \(/gotowebinar/help/convert-a-session-recording-g2w040008\)](/gotowebinar/help/convert-a-session-recording-g2w040008)

[Manage and Share Session Recordings \(/gotowebinar/help/manage-and-share-session-recordings-g2w040007\)](/gotowebinar/help/manage-and-share-session-recordings-g2w040007)

[Locate Recording Files \(/gotowebinar/help/locate-recording-files-g2w040025\)](/gotowebinar/help/locate-recording-files-g2w040025)

[Recording and Playback FAQs \(/gotowebinar/help/recording-and-playback-faqs-g2w060013\)](/gotowebinar/help/recording-and-playback-faqs-g2w060013)

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