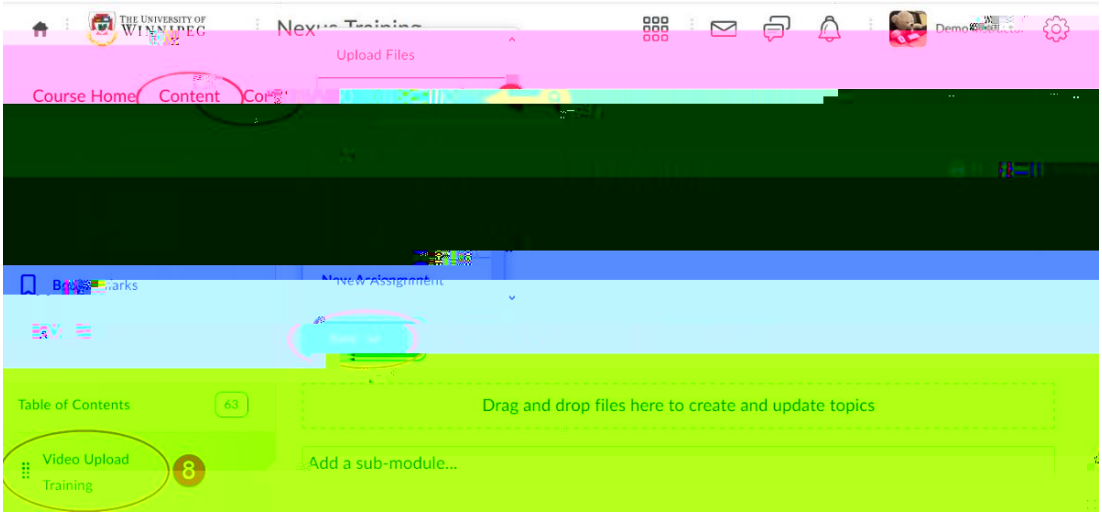
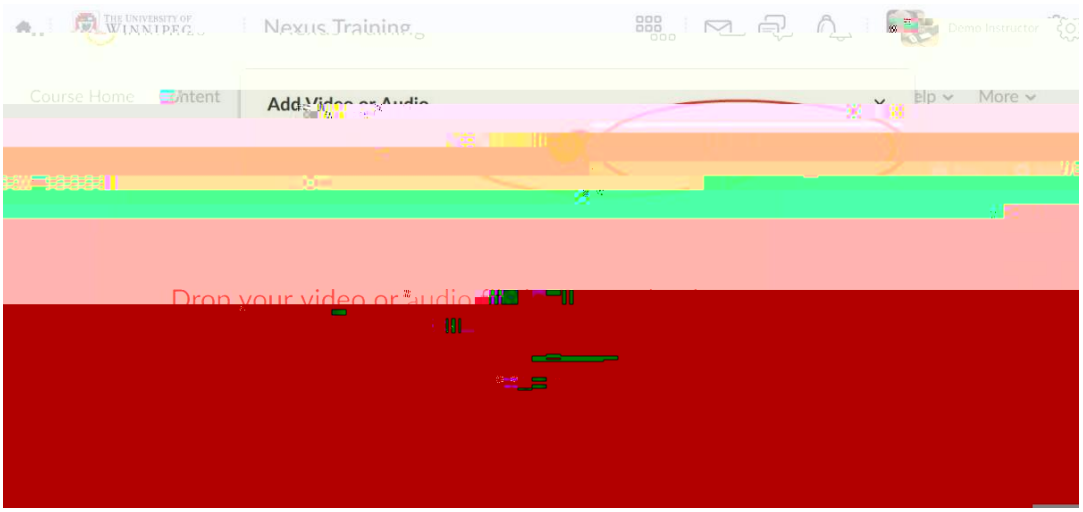
3. Upon completion of the meeting click the Stop button to end the recording. Then click End meeting that appears in red text at the bottom right corner of the screen. A pop up will appear. In the pop up screen that will appear, click End meeting for All.

4. The Video will start to encode. This may take some time depending on the length of the meeting the processing

9. Click the blue New button, and select Video or Audio from the menu that appears:



10. Select the Upload tab, and then either drag and drop or click the Browse button to select the video file for upload:



11.

13. Click the blue Save button when done: