

## Posting Recorded Sessions On Your Site

1. Create a subdirectory on your Web server to house the WRF files. The user must have “Read” access to the subdirectory housing the WRF file or they will not be able to open it. The subdirectory must also be available through Port 80.

*Example:* <http://yourcompanyname.com/yourfoldername>

2. Download the WRF file using the link provided in the e-mail and save the file to your subdirectory. Please note that these files will only remain available for download for two weeks. Do not link to these files using the download link in an effort to stream them from our server.
3. Create an HTML page that has hyperlinks that point to these files.
4. To create the hyperlinks, go to:

<https://ifmcevents.webex.com/ec05091/eventcenter/support/wbpbAction.do?siteurl=ifmcevents&serverName=ifmcevents.webex.com>

5. Perform the following:
  - a. In the “URL for Recording” field, enter the subdirectory information of where the recording was saved
  - b. Click on the Submit button
6. Upon hitting the Submit button, a playback URL will be created and will populate in the “URL for Playback” field. You may click the Test Playback button if you would like to test the link before posting.
7. Copy the link and use it to post the recording to your site.

*Note:* The hyperlink first goes to [www.ifmcevents.webex.com](http://www.ifmcevents.webex.com) and the Player is installed or updated as needed. When the Player launches, open the file on **your** web server, and begin playing it.

If you have questions regarding the posting of your recorded sessions, please call Kristi Westre at 515-453-8091 or Paula Cleveringa at 515-222-2410.