

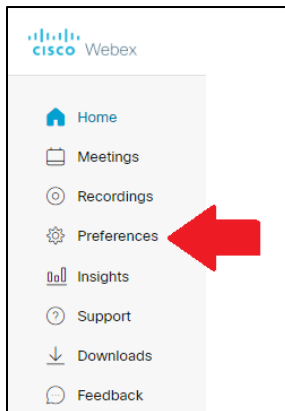
All BCC Webex accounts have recording transcripts enabled by default. Please use the steps below to verify that transcripts are enabled for your account. If you do not see the transcript option in our account settings, email helpdesk@bergen.edu for assistance.

Verify Webex Recording Transcripts Settings

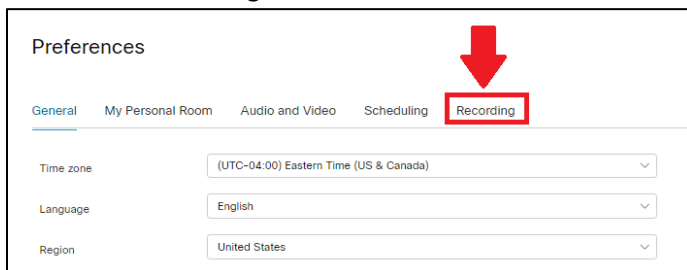
1. Browse to bergen.webex.com.
2. Click the “Sign In” link at the top right of the screen and log in with your Bergen username and password.



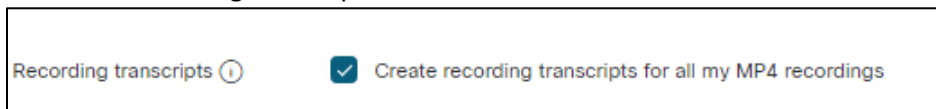
3. Select “Preferences” from the left side menu.



4. Select the “Recording” tab.



5. Click the “Recording transcripts” check box and then click “Save”.



6. From this point, transcripts will appear in a video within 24 hours of the recording being processed. Video recordings can be accessed by selecting “Recordings” from the left side menu.

