

**Bureau of Indian Education
Division of Performance and Accountability
Special Education**

INSTRUCTIONS ON HOW TO ACCESS RECORDED WEBEX SESSIONS

1. Go to <https://DCMA100.WEBEX.COM>
2. On the left hand side of the computer screen, CLICK ON “Recorded Sessions”

Example of screen:

Request Host Account

▼ **Attend a Session**

Live Sessions

Recorded Sessions

Unlisted Session

▶ **Host a Session**

▼ **Set Up**

Training Manager

Preferences

New Account

▶ **Support**

3. CLICK ON the “title” of the WebEx subject

For example: ↓

[Desk Audit: SPP Indicators 11 & 13-20111018 2046-1](#)

Rachael Lujan	October 18, 2011	31.41 MB	48 minutesARF		
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4. CLICK ON the “View” button
5. A popup window will appear (set your internet explorer or browser application you use to ALLOW POPUPS)
6. If an “Open File – Security Warning” window appears, CLICK ON “Run”
7. Wait a few minutes for the recording to begin.

NOTE:

If you receive an error message, please contact your local IT Help Desk for assistance with the WebEx Recorder software. It is possible your computer is set up to block software from being installed due to IT Administrative rights.