

# Download the event recording

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Download recordings of completed Live, On-Demand, or Simulated Live events on the Event Summary tab, under **Manage Webcast Archive**. You can download the event's video only as a MP4 file (video broadcasts) and the event's audio only as an M4A (video broadcasts) or MP3 file (telephone broadcasts). You can also download the full event archive, including audio/video and slides, as a MP4.

To download the recording, sign in to the Webcast Admin portal and edit the event.

## Download the full event video

After the Live event or after you publish the On-Demand or Simulated Live event, you can export the full event recording, including audio/video and slides. The amount of time the MP4 takes to process depends on the length of the event.

**Important:** You can't make edits to the event in the editing studio until the recording has finished processing.

### To download the recording as an MP4:

- Click **Export Webcast as MP4**.

### [Event Recording Export MP4 Button](#)

- A warning window asks if you're sure you want to export the MP4. Click **Yes**.
- The recording will begin processing. Once the recording is ready, you'll receive an email, include a link to download the recording, once it is ready to download.
- A link will also be available under **Available Archives**. Click **Full Webcast (MP4)** to save the recording.

## Manage Webcast Archive

Export Webcast as MP4

*No changes published since the last archive was created.*

### Available Archives:

-  Full Webcast (MP4) - 06/20/2023 4:26 PM
-  Audio Only (M4A) - 06/16/2023 11:30 AM
-  Video Only (MP4) - 06/16/2023 11:30 AM

- You can also download the MP4 from the MP4 Archive Complete notification email. In the email, click **Download MP4** or copy and paste the link into a browser.

**Note:** The recording can be downloaded a total of 10 times. Once the download limit is exceeded, you must download the recording in the Webcast Admin portal.

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## Download the event's audio/video files

- Click **Audio Only** to download the currently published audio only recording from the event.
  - For telephone events, a MP3 file will be available.
  - For video events, a M4A file will be available.
- For video events, click **Video Only** to download the currently published video only recording from the event.

## Manage Webcast Archive

Export Webcast as MP4

### Available Archives:

 Audio Only (M4A) - 06/16/2023 11:30 AM

 Video Only (MP4) - 06/16/2023 11:30 AM

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