How to Modify Screen Layout for Recordings in WebEx Meetings and WebEx Events

Users can select their preferred screen layouts for recording your video-centric meetings and events. Mix and match popular layouts like grid view, stage view, focus view, and focused content view to allow viewers the best quality.

Stage view shows the content in the main part of the screen, and video thumbnails of the active speaker and up to 5 other participants show at the top of the screen.
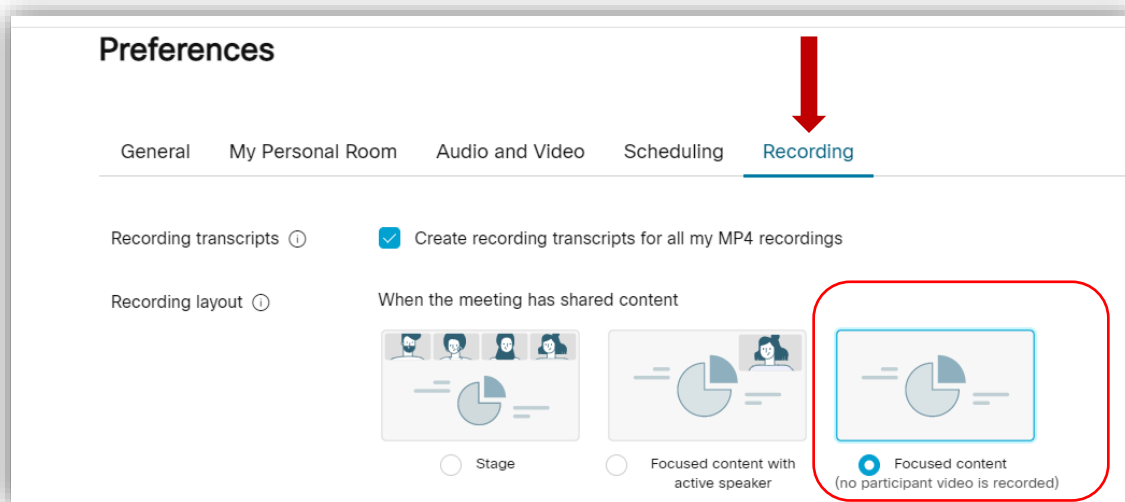
Focused content with active speaker view shows the content in the main part of the screen, and a large thumbnail of the active speaker in the upper right corner.

Focused content (no participant video is recorded) view shows only the shared content in the main part of the screen.

Assign a Delegate on the WebEx Site

1	Sign in to https://asurams.webex.com using your ASU credentials.
2	Select **Preferences** > **Recording** > **Focused Content**
3	Select **Save** at the bottom of the Preferences page. On Windows, you can get to the same page through the WebEx integration to Microsoft Outlook. From Outlook select **Schedule Meeting** > **More** > **Set Scheduling Permission** to go directly to the **Scheduling Options** section on your WebEx site.