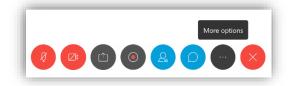


Chat communications from a WebEx meeting or presentation can be saved using the Notes feature in WebEx. Notes can then be saved to the host's computer system in a Notepad file.

## Follow these Steps

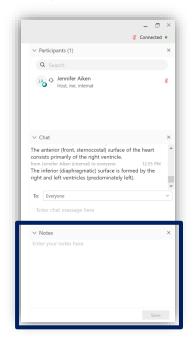
- 1. Before ending the meeting, the host opens the Notes Section:
  - a. Click the More options button (elipsys) on the Control Panel.



b. Click the Notes icon.

No	tes o o n
Ø	Lock meeting
8	Invite and remind
Ō	Copy meeting link
C	Audio connection
	Speaker, microphone, and camera
2	Connect to a device
_	

c. Notes opens at the bottom of the screen (below the Chat section).





- 2. Transfer the text from Chat to Notes:
  - a. Right-click on the Chat box and click Select All.



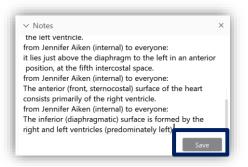
b. The entire chat box will be highlighted in blue. Right-click again and select Copy.

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- 3. Transfer the text to the Notes section:
  - a. In the Notes section, right-click and select Paste.



4. The copied text will appear in the notes. Click Save.



5. The Save window opens on your screen. Select location and name for the file.

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				File name: Web	ex Meeting Notes 6-2-20	▼ Sa

## 6. The notes is now saved as a notepad file.

