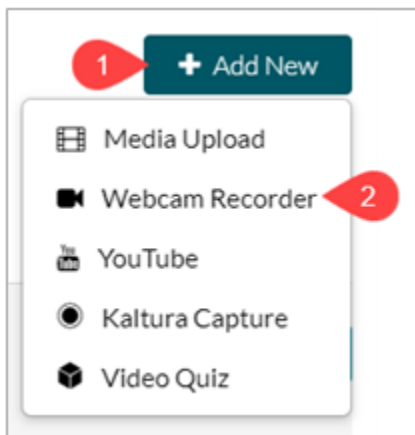


Uploading a Kaltura Webcam Recording

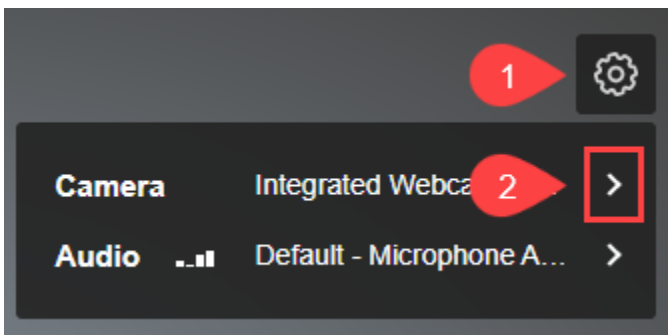
1. Click on the **Kaltura icon** on the Rich Content Editor



2. Click on the **Add New button (1)**
3. Choose **Webcam Recorder (2)** on the drop-down menu.



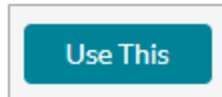
4. Click on the **large red dot** to start your recording.
5. **To record an audio only file**, click on the **gear icon (1)** > click on the **arrow (2)** next to Camera



6. Turn off Camera



7. Once you stop the recording you will get a chance to watch your recording. You can click on the **Use This** button to embed the recording into your answer.



or click on the **Record Again** button to record a new one.

8. After you click on Use This, scroll down to **find copyright permissions** which is required to publish your video. It will look like this:

A light gray rectangular form containing the text "Copyright Permissions:" on the left. To its right is a white dropdown menu with the placeholder text "Select a value" and a small downward arrow on the right side. Below the dropdown menu, the text "* Required To Publish" is displayed in a smaller font.

You can choose **With the Permission of the Copyright Holder(s)** from the drop-down menu.

9. Click on the **</> Save and Embed** button when you are done with the above steps.

