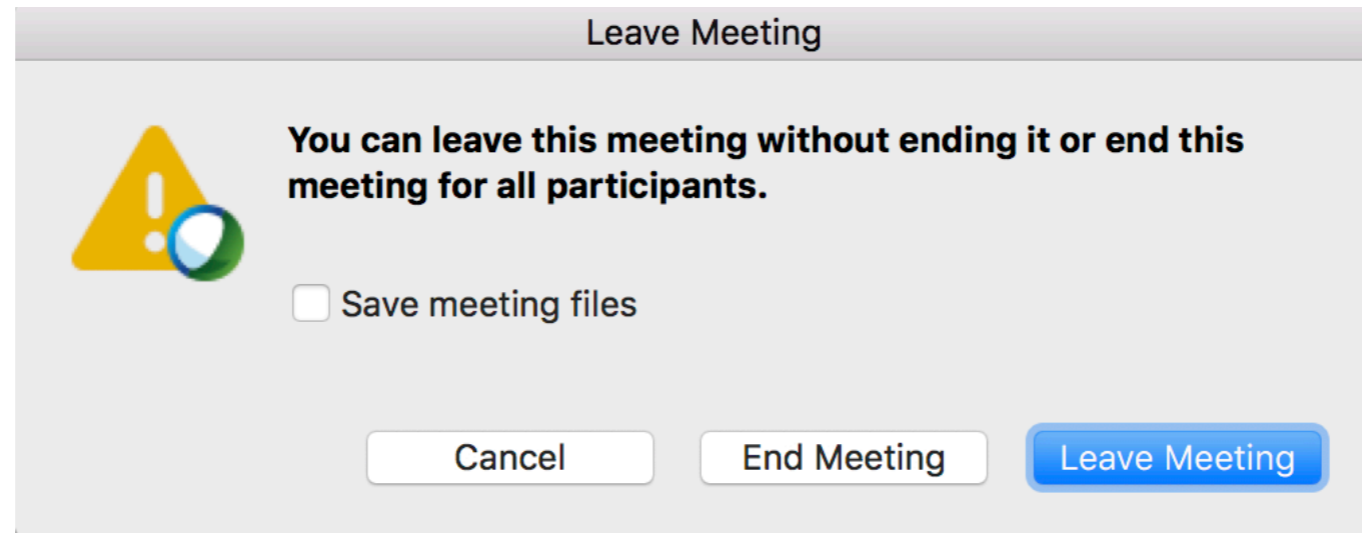


# Ending the Meeting



When you sign out of the meeting as the host go to the Quick Start tab. Under the meeting info on the top left you will see the option to “**Leave Meeting**” when you click on that you will see a pop up like the one above. If you are ending the meeting for the night be sure to click on “**End Meeting**” and not Leave Meeting. If you do not end the meeting it will stay open without you in it. WebEx thinks the meeting is still open and it will not process the recordings until the meeting is ended.