Webex

Converting ARF to MP4

Introduction

Before you can convert an .ARF file to an .MP4 file format, you must have the WebEx ARF Player installed on your machine. This self-help document will step you through how to install the player, download a recording, and convert the file.

Installing the Webex ARF Player

Please note that administrator privileges may be required to install the ARF Player (Network Recording Player) on a Towson University computer. For administrator privileges, use the Temporary Computer Administrator Rights tool at towson.edu/tcar.

1. Open your preferred web browser and navigate to **towson.webex.com**.

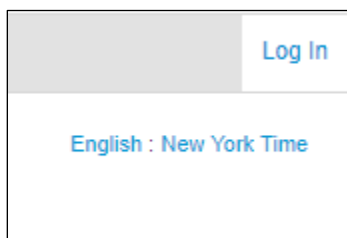2. Click **Log In** in the upper right-hand corner.

Figure 1

3. Enter your **NetID** and **Password** in the boxes provided and then click **Login**.

4. Click on any tab (Training Center, Meeting Center, and Support Center) and select **Downloads** from the **Support** section.
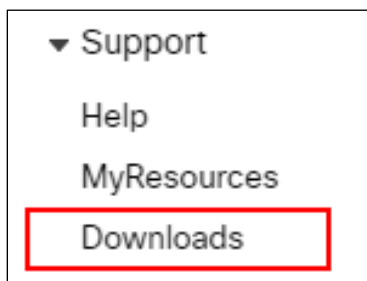

Figure 2

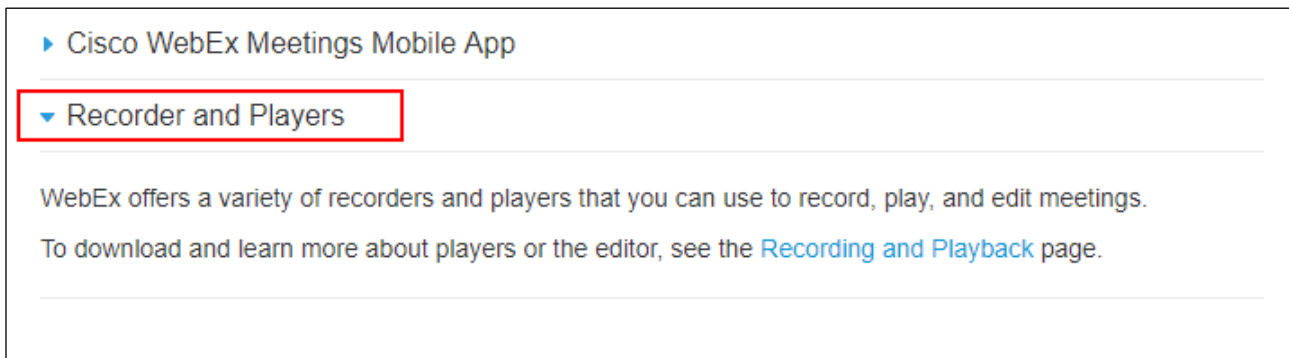5. Click the **Recorder and Players** drop-down menu.

Figure 3

6. Click the **Recording and Playback** link.

7. Scroll down to the first set of downloads and select the appropriate download link for your operating system under **for .ARF**.
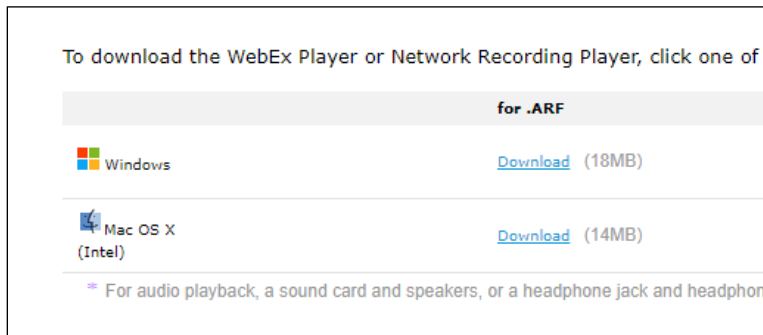

Figure 4

8. Follow the steps to install the package on your operating system.

Figure 5

Download a Recording

As soon as you complete your recording, the file will be stored on the WebEx server. Follow these steps to download a recording.

1. Open your preferred web browser and navigate to **towson.webex.com**. Log in as you would normally
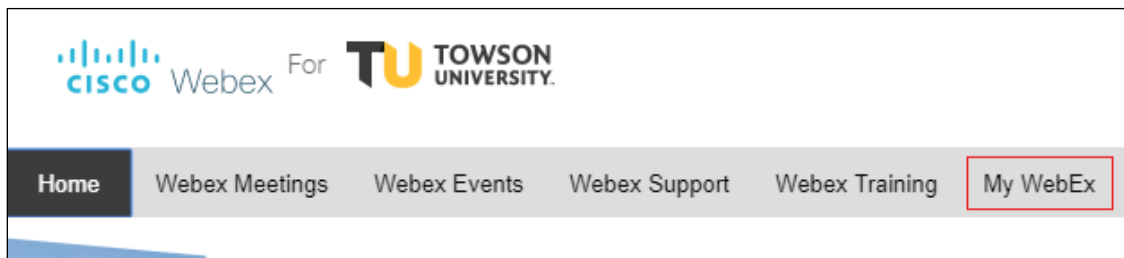
2. Click the **My WebEx** tab.

Figure 6

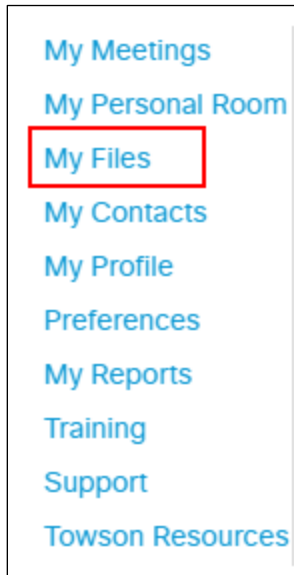1. Click **My Files** on the left side panel.

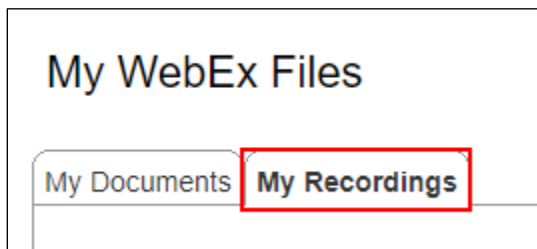**Figure 7**

2. Click on the **My Recordings** tab.

Figure 8

3. Locate the recording you wish to download and select the **More** drop-down menu and then choose **Download**. Your file will download to the Downloads folder.

Figure 9

Converting your ARF file to MP4

To convert your WebEx recording from an .ARF file format to an .MP4 file format, follow these steps.

Opening the ARF Player

If the ARF Player is not already open:

1. Click the **Start** button.

2. Open **All apps** and then navigate to the **Network Recording Player** folder.
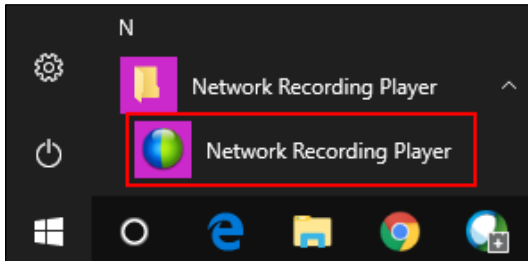
3. Select **Network Recording Player**.

Figure 10

Opening your ARF Recording

In order to begin the process of conversion, you will need to open your file in the Network Recording Player:

1. Click the **File** tab at the top of the window.
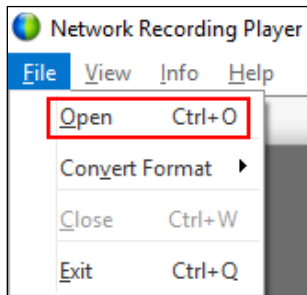
2. Click **Open**.

Figure 11

3. Navigate to the file you wish open (Meeting saved by default in the **Downloads** folder) and then click **Open**.
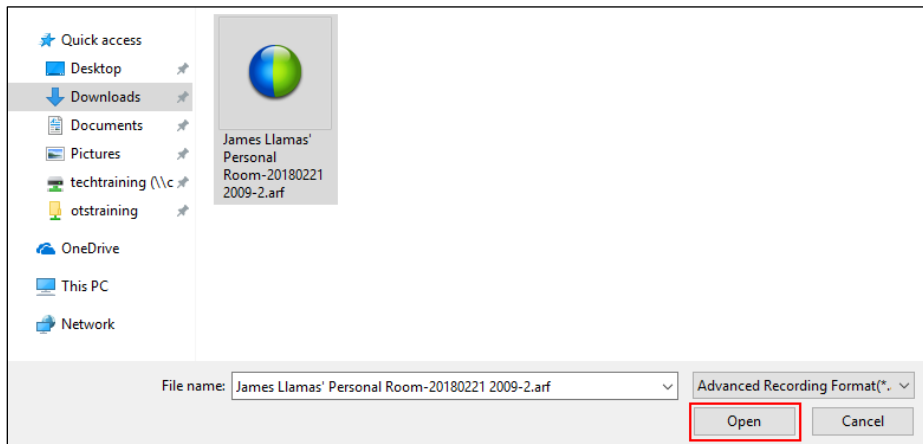

Figure 12

4. Once opened, the file will play automatically. Pause it by clicking the **pause** button located at the bottom of the window.

Converting your Recording to MP4 format

1. Click the **File** tab at the top of the screen.

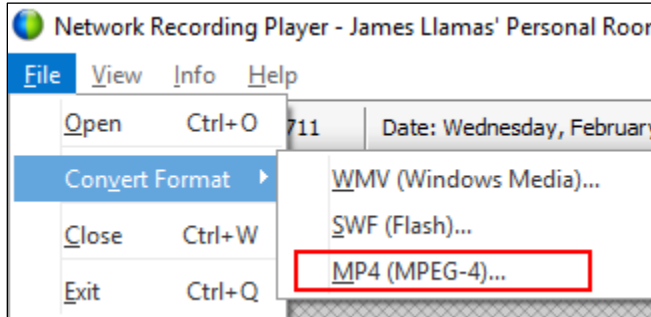2. Hover your mouse cursor over **Convert Format** and then select **MP4 (MPEG-4)...**

Figure 13

3. The **Network Recording Player** dialog box will appear. Enter the following information:

   - **Site URL**: towson.webex.com

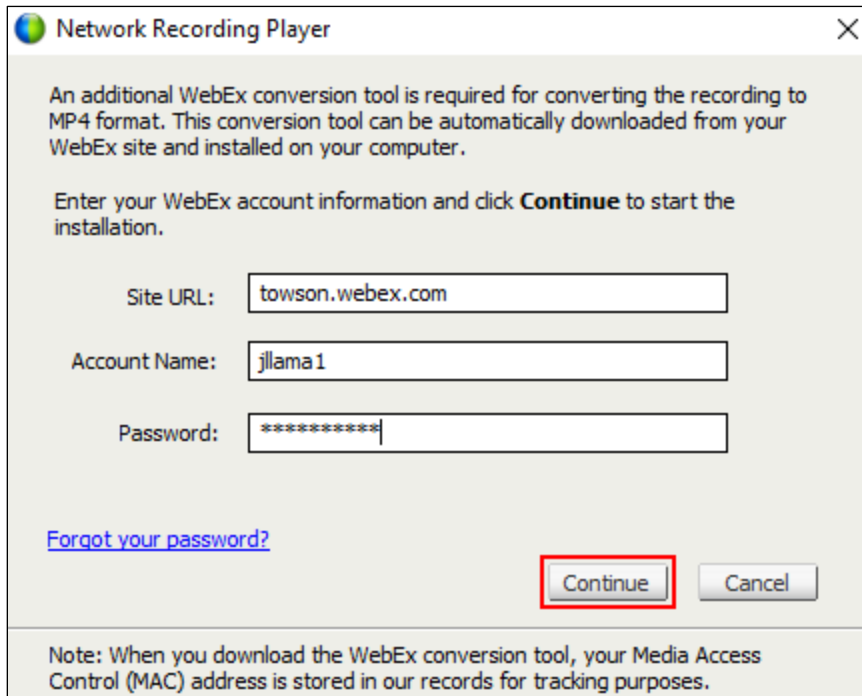   - **Account Name**: your NetID

   - **Password**: your password

Figure 14

4. Click **Continue**. The **Towson University Authenticated Login** screen will appear.

5. Enter your **Username** (NetID) and **Password** and then click **Login.**

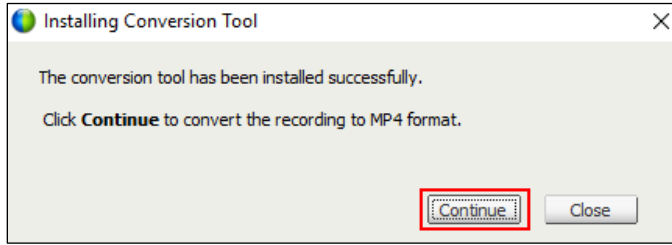6. Once the conversion tool has been installed, click **Continue**.

Figure 15

7. The **Convert Format to MP4** dialog box will appear. Click **Browse** beside **Save as**.
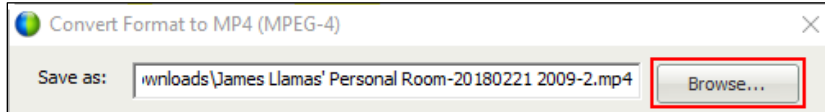

Figure 16

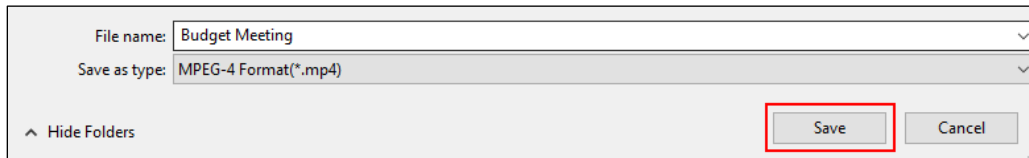8. Navigate to your preferred save location and then click **Save**.

Figure 17

9. Under **Content Options**, choose the panels you would like to include in the conversion.

Note: Only panels you used in the initial recording will be selectable. All others will be grayed out.

10. Under **Quality**, choose the quality level you would like the MP4 to be (Higher quality increases the file size)

11. In the **Conversion Start Time** section, you can indicate whether you want the file to be converted immediately, or at a later date and time that you select.
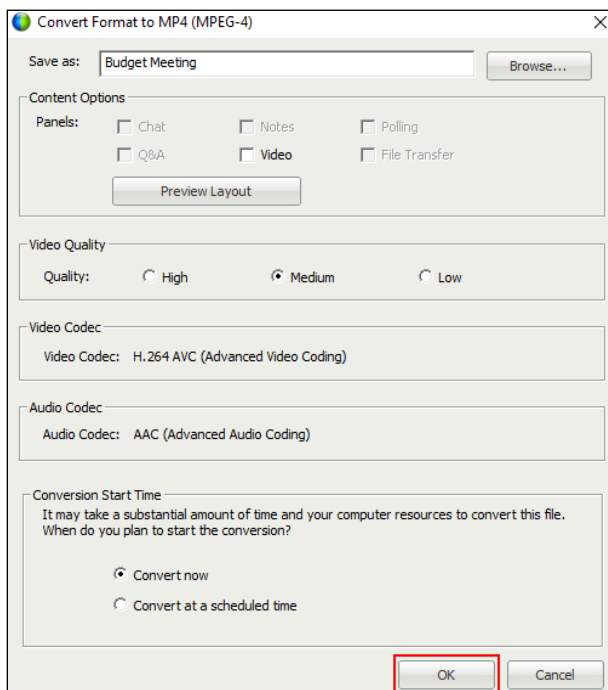

Figure 18

12. Click **OK** to initiate the conversion.

13. Once your file has finished converting, the **Conversion complete** dialog box will appear. You can choose to **Open** the file, **Open the Folder** that the file was saved to, or **Close** the box and open the file at a later time.
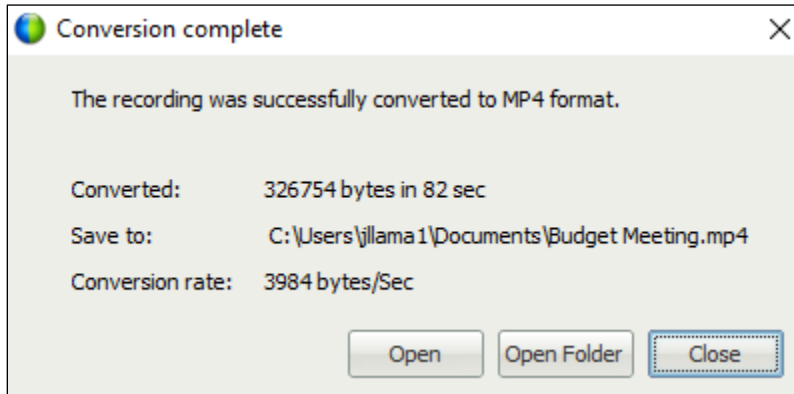

Figure 19