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.

	 Cisco WebEx Meetings N Recorder and Players 	Лobile App
WebEx offers a variety of recorders and players that you can use to record, play, and edit meetings.	WebEx offers a variety of recor	ders and players that you can use to record, play, and edit meetings.

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.

cisc	• Webex For		l C		
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My WebEx

Figure 6

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

My Meetings
My Personal Room
My Files
My Contacts
My Profile
Preferences
My Reports
Training
Support
Towson Resources

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.





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**.

 ✓ Quick access ☑ Desktop ✓ Downloads ✓ Documents ✓ Pictures ✓ techtraining (\\c ≠ ☑ otstraining ✓ OneDrive ☑ This PC ☑ Network 	James Llamas' Personal Room-20180221 2009-2.arf
File nam	ie: James Llamas' Personal Room-20180221 2009-2.arf V Advanced Recording Format(*, V Open Cancel

Figure 12

Webex: Converting ARF to MP4

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

Network Recording Player			
An additional WebEx conversion tool is required for converting the recording to MP4 format. This conversion tool can be automatically downloaded from your WebEx site and installed on your computer. Enter your WebEx account information and click Continue to start the installation.			
Site URL: towson.webex.com			
Account Name: jllama 1			
Password: ********			
Forgot your password? Continue Cancel			
Note: When you download the WebEx conversion tool, your Media Access Control (MAC) address is stored in our records for tracking purposes.			

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**.

🜔 Convert F	ormat to MP4 (MPEG-4)	\times
Save as:	wnloads\James Llamas' Personal Room-20180221 2009-2.mp4	Browse

Figure 16

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

File name:	Budget Meeting		~
Save as type:	MPEG-4 Format(*.mp4)		~
 Hide Folders 		Save	Cancel

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.

🌔 Convert	Format to MP4 (MP	PEG-4)		×
Save as:	Budget Meeting			Browse
Content Op	otions			
Panels:	🔲 Chat	🔲 Notes	Polling	
	🗖 Q8A	Video	🔲 File Transfer	
	Preview I	ayout		
Video Qual	ity			
Quality:	C High	Medium	C Low	
Video Code Video Co Audio Code Audio Co	ec H. 264 AVC (A ec AAC (Advance	dvanced Video Coding ed Audio Coding))	
Conversion It may ta When do	n Start Time ake a substantial amo 9 you plan to start the	unt of time and your conversion?	computer resources to o	convert this file.
	Convert now			
	C Convert at a s	cheduled time		
			ОК	Cancel



- 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.

Conversion compl	ete	Х
The recording was	successfully converted to MP4 format.	
Converted:	326754 bytes in 82 sec	
Save to:	C: \Users \illama 1 \Documents \Budget Meeting.mp4	
Conversion rate:	3984 bytes/Sec	
	Open Open Folder Close	

Figure 19