

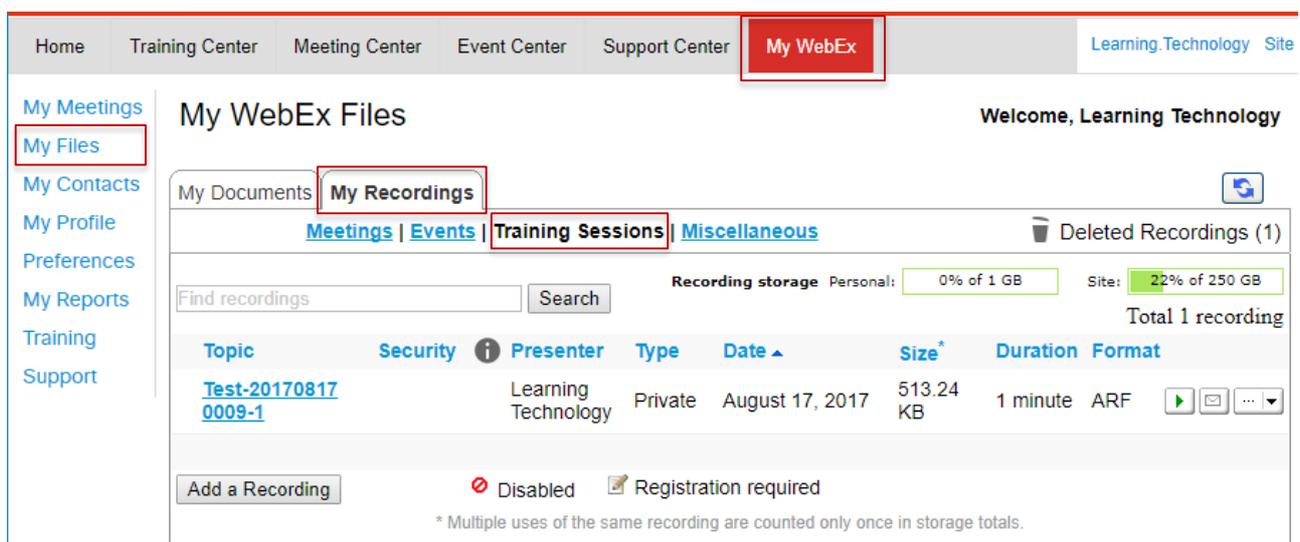
Find, download and convert Webex session recordings

Important information

It isn't possible to convert a Webex session recording using the Network Recording Player on a device running MacOS. If you wish to convert a recording on a Mac, you will need to use a device running Windows, or convert via Parallels.

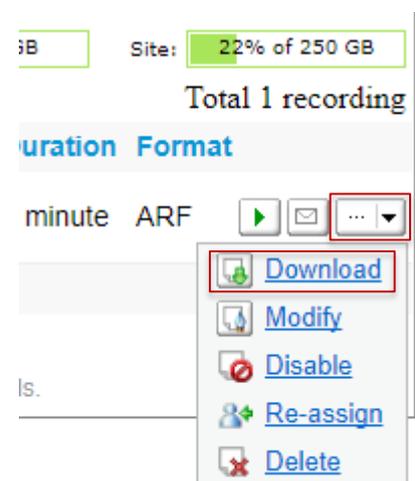
Part A: Find and Download the Recording

1. Go to the [Webex website](#) and sign in if you haven't already.
2. Click **My WebEx**.
3. Click **My Files**.
4. Click **My Recordings**.
5. Click **Training Sessions**.



The screenshot shows the 'My WebEx Files' interface. The navigation path is: Home > Training Center > Meeting Center > Event Center > Support Center > **My WebEx**. On the left sidebar, the path is: My Meetings > **My Files** > My Contacts > My Profile > Preferences > My Reports > Training > Support. The main content area shows 'My WebEx Files' with a 'Welcome, Learning Technology' message. The navigation tabs are: My Documents > **My Recordings** > Meetings > Events > **Training Sessions** > Miscellaneous. Below the tabs, there is a search bar and storage information: 'Recording storage Personal: 0% of 1 GB Site: 22% of 250 GB'. A table lists recordings, with one recording highlighted: 'Test-20170817 0009-1' by 'Learning Technology' on 'August 17, 2017', size '513.24 KB', duration '1 minute', and format 'ARF'. A dropdown menu is open next to this recording, showing options: Download, Modify, Disable, Re-assign, and Delete.

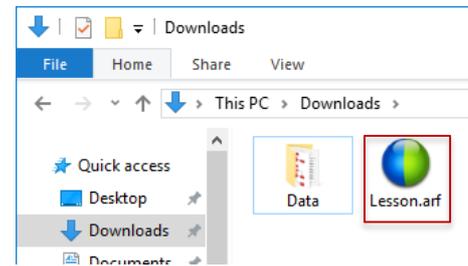
6. Click the drop down menu next to the recording you would like to download.
7. Click **Download**.



This close-up screenshot shows the recording table with the dropdown menu open for the recording 'Test-20170817 0009-1'. The 'Download' option is highlighted with a red box. Other options in the menu include 'Modify', 'Disable', 'Re-assign', and 'Delete'.

Convert the Recording

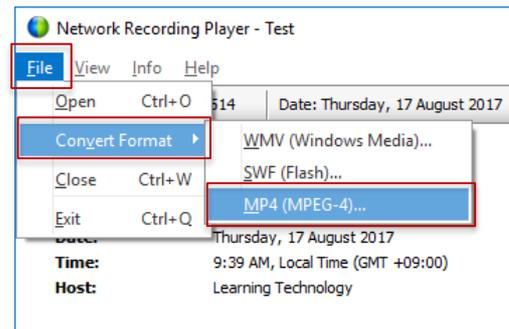
1. Open your downloaded recording.



2. Click **File**.

3. Select **Convert Format**.

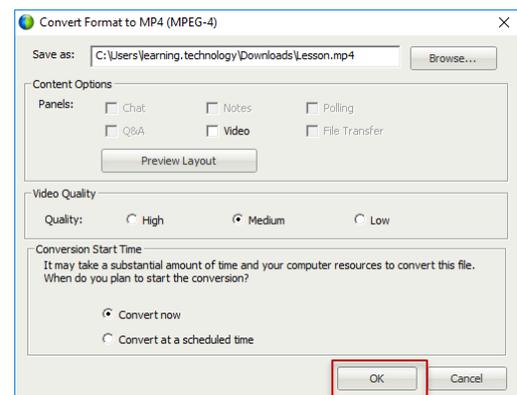
4. Click **MP4 (MPEG-4)...**



5. A window will pop up.

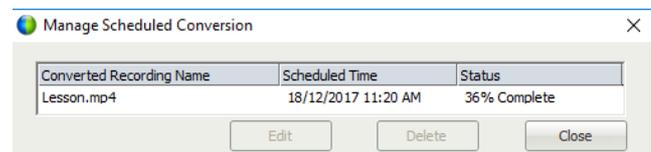
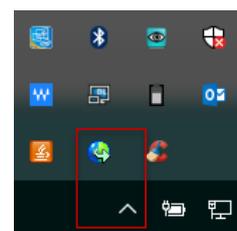
The default settings do not need to be changes.

Click **OK**.



6. To view the progress of the conversion, open the Network Recording Player in the notification area in the bottom right hand corner of your screen

A window will pop up with the status of the conversion



7. Once the converting process has finished, you can find the converted recording in the same folder as the original download

