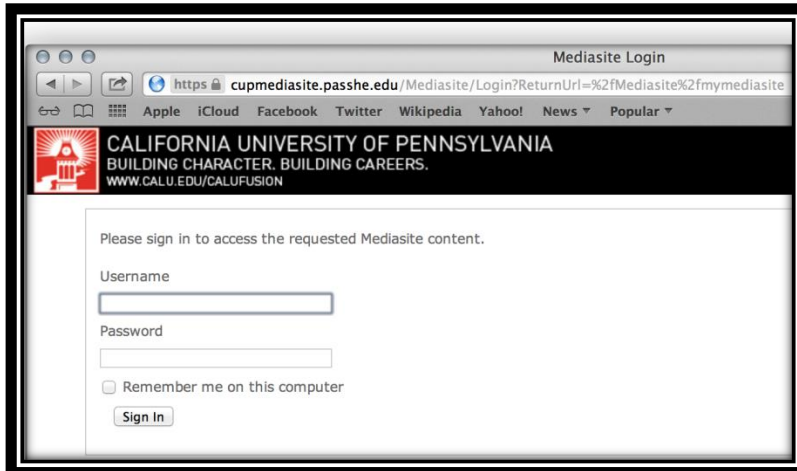


Uploading Video(s) using the myMediasite Mediasite Desktop Recorder

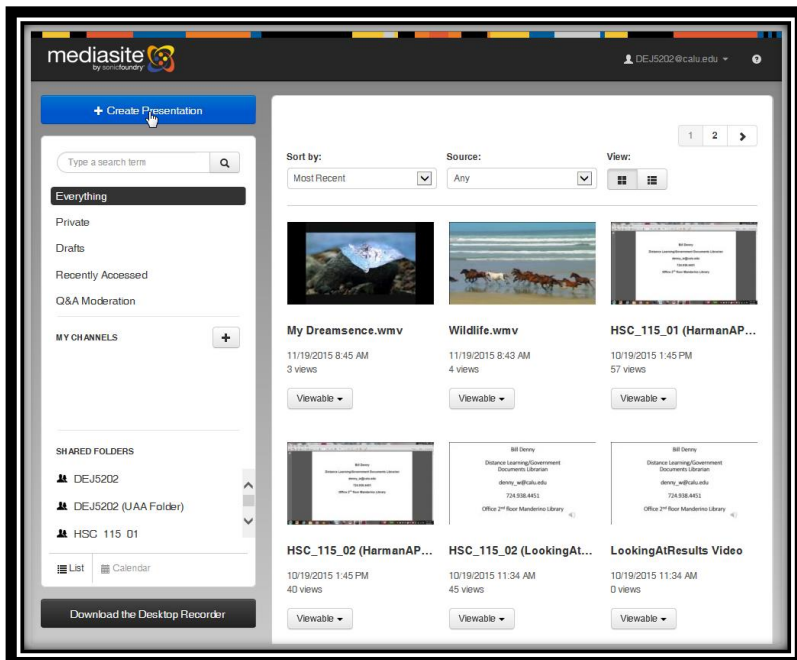
Step 1: Type <https://cupmediasite.passhe.edu/Mediasite/mymediasite> in the address bar and hit enter.

You will see the following screen:



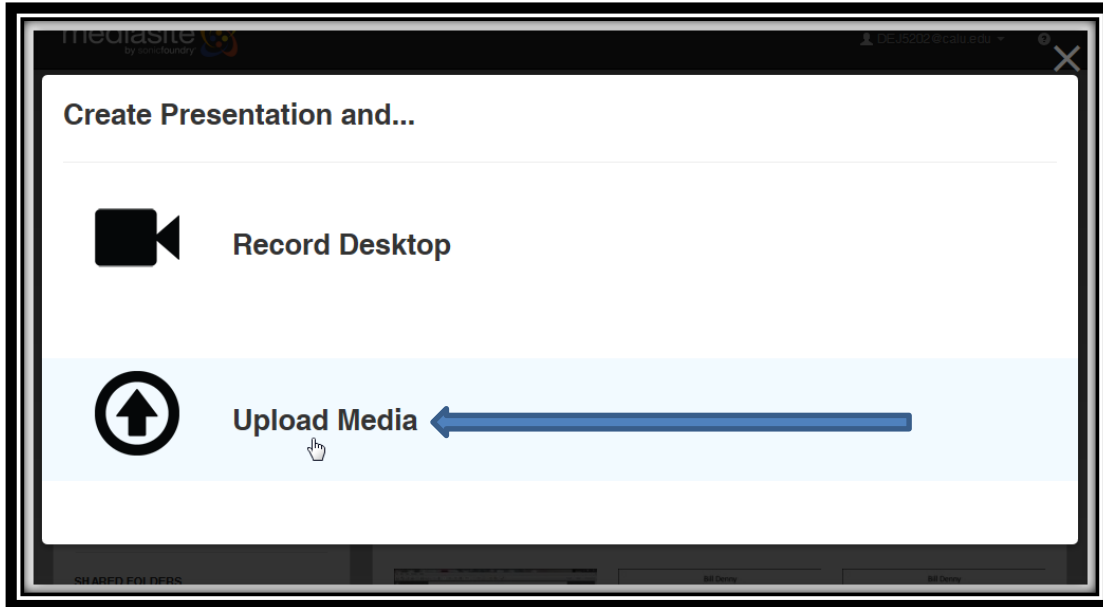
Step 2: On this screen, enter your Cal U username and password. Your username will be you Cal U email address minus the “@calu.edu” and your password will be the same password you use to access your email. Ex: ABC1234. **Note:** If this is your first time logging on, you will be prompted to create a user profile by entering in the required information.

Upon successful login you will see the following page:

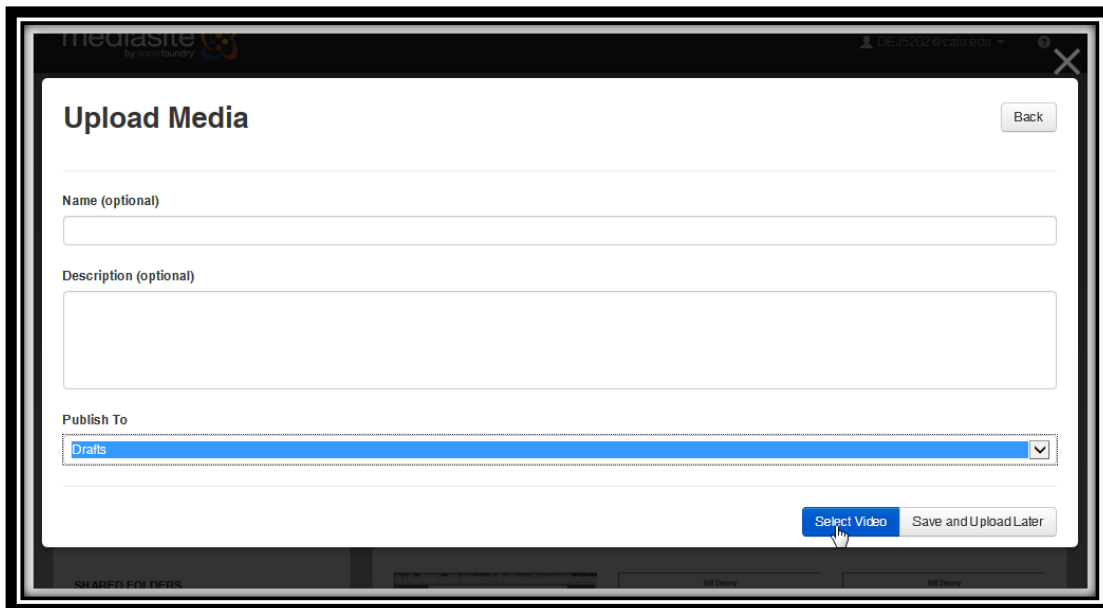


Step 3: Click “*Create Presentation*” button located in the upper left hand portion of the screen.

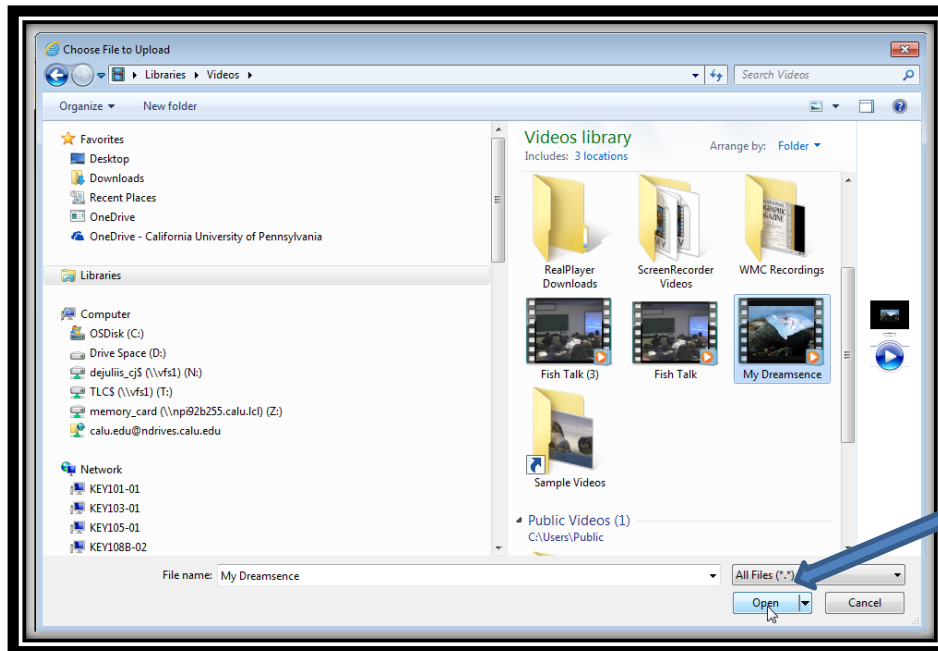
Step 4: Select **“Upload Media”** on the following screen.



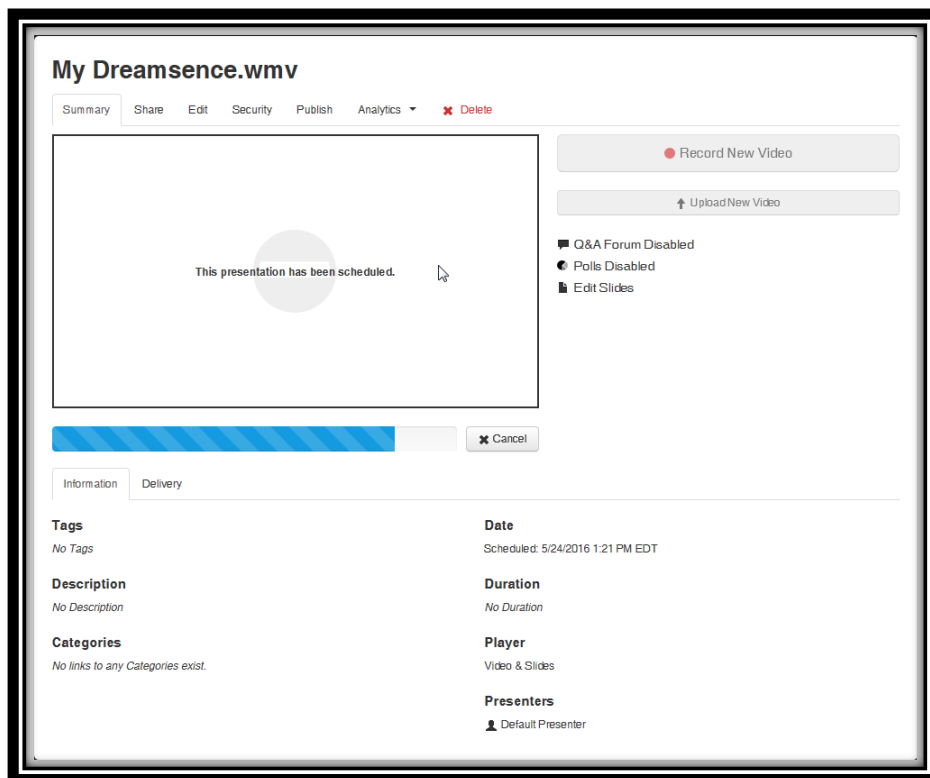
Step 5: Enter the Name and Description. **Note:** both are optional but a name is highly recommended. Next, Click **“Select Video”** button.



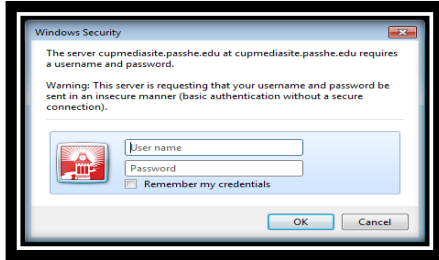
Step 6: Browse to the location of your video file(s), select the desired video file to upload. Click **“Open”** to begin the upload process.



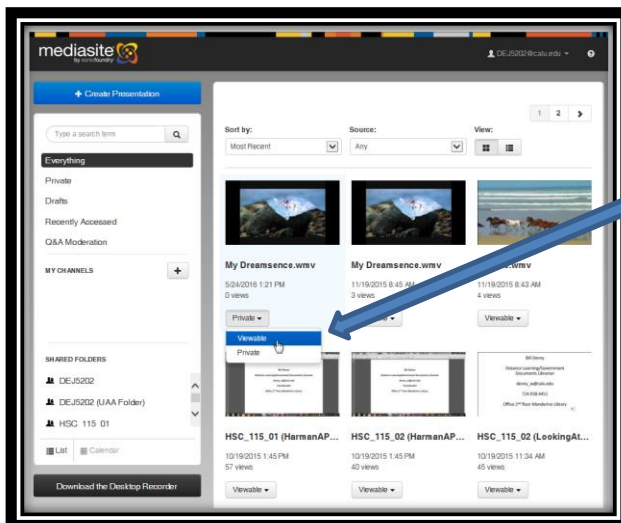
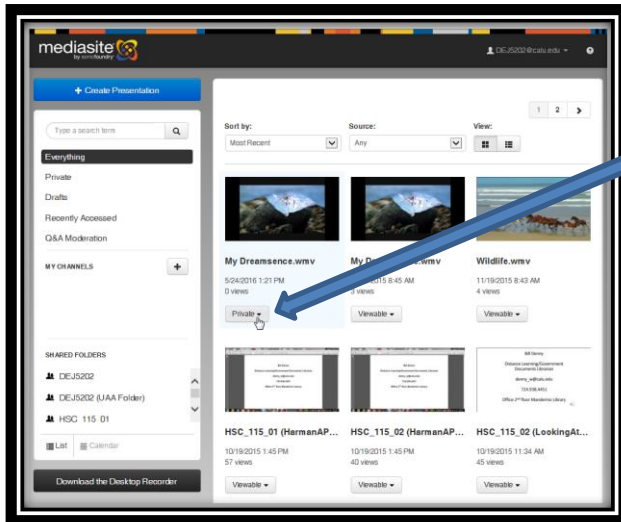
Step 7: The upload process is now in progress. **Note:** The blue progress bar will indicate the status and will vary based on your video's file size and the speed of your internet connection.



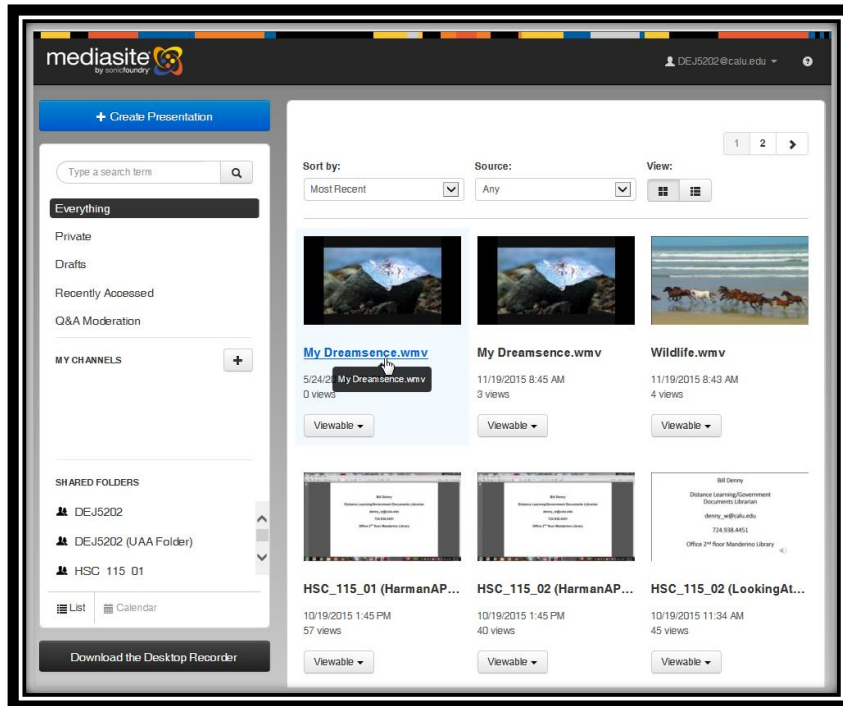
Step 8: Depending on the web browser you are using, you may need to re-authenticate to the mymediasite system using your username and password. In addition, if you notice that the progress bar has stop/halted, click the refresh button on the web browser window. This should prompt you to re-authenticate to the mymediasite system in order to resume the upload process.



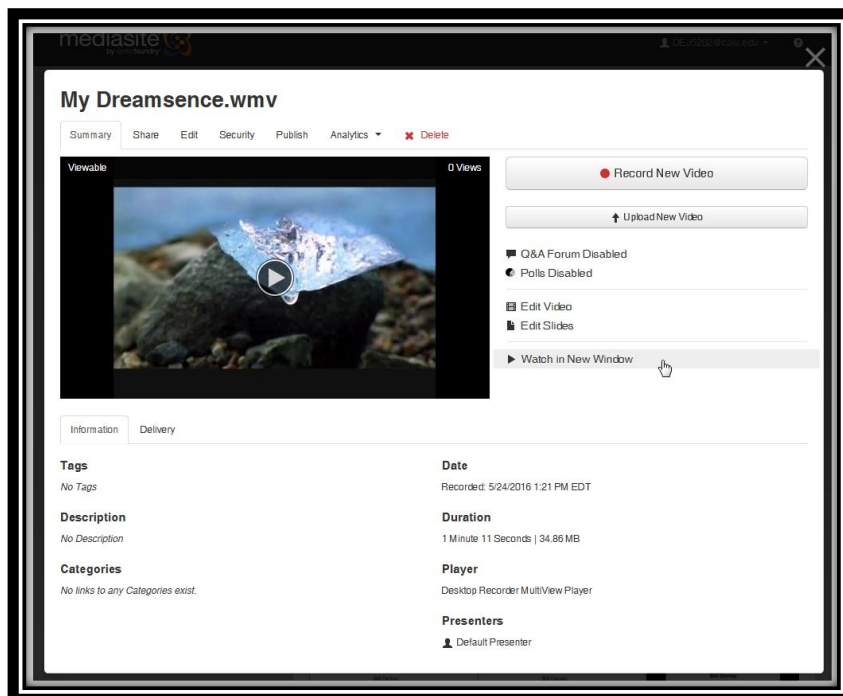
Step 9: After the video has been uploaded and post processed successfully, you will need to change the view setting from **"Private"** to **"Viewable"** by selecting the dropdown menu. This will allow others to view your using the link that you will be providing them with.



Step 10: To share the link for the video, select the video name.



Step 11: Select the **“Watch in New Window”** link. This will launch your default web browser so that the video can be viewed.



Step 12: Within the web browser, select the entire URL and using your mouse, right click and select the **“Copy”** option. **Note:** The link now has been copied to your clipboard, use the **“Paste”** function to add the link to your desired destination.

