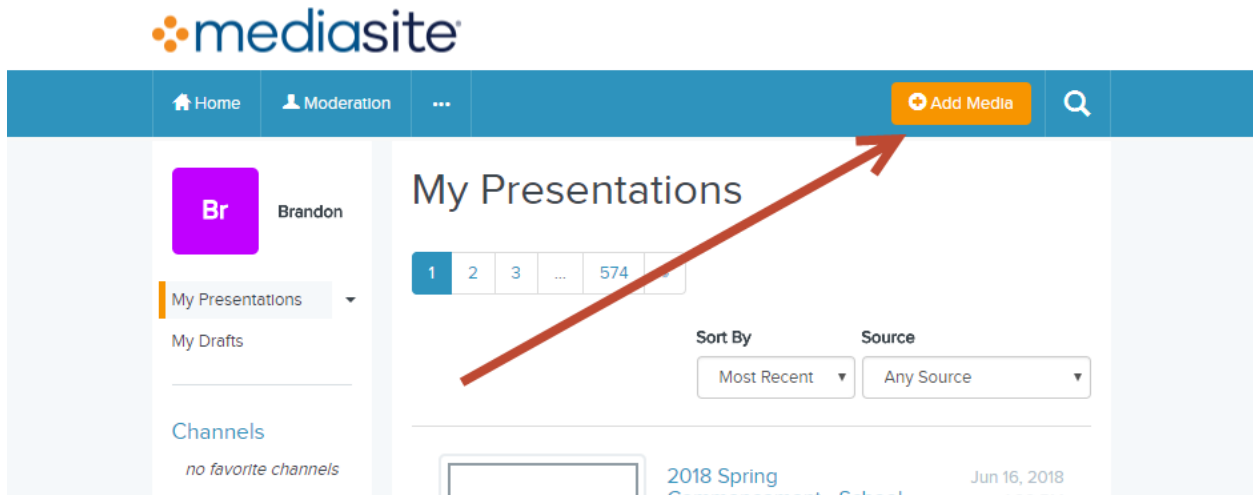
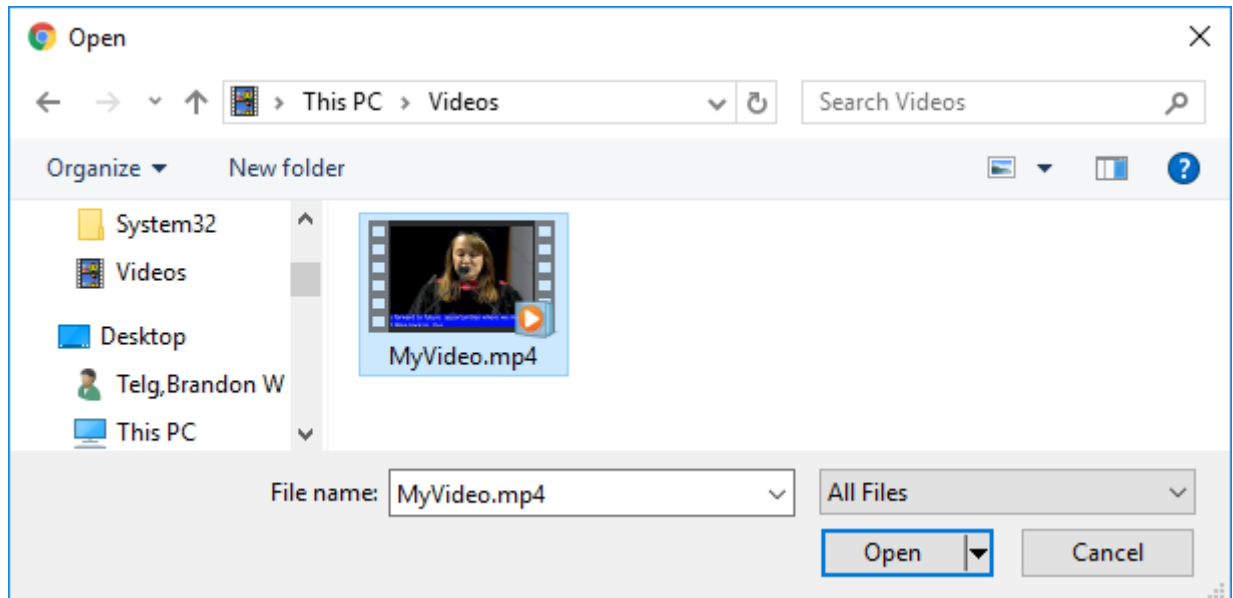


Uploading Videos In MyMediasite



Within MyMediasite, click on the **Add Media** button. Then select **I want to upload a file from my computer**.



Navigate to your video and select **Open**.

New Presentation Details

Name:

Presentation Name

Description:

Presentation Description

Destination:

My Drafts



Change

Create Presentation

Cancel

You will be presented with a menu that allows you to create a Name for your upload and a brief description. To upload your video into a Channel or Shared Folder, select the radio button below the words “My Drafts” and click the “**Change**” button.

Destination Search

Destination Type

Shared Folder

User Channel

Shared Folder

Search

< Page 1 > ...

.Brian Media Import Test

.am

_CITT ID

_CITT Video

_General Videos

Misc Media

If you click the Change button, you will be shown a dropdown that allows you to select whether you are uploading to a Channel or a Shared Folder, and then a list of all of the Channels or Shared Folders that you have access to.

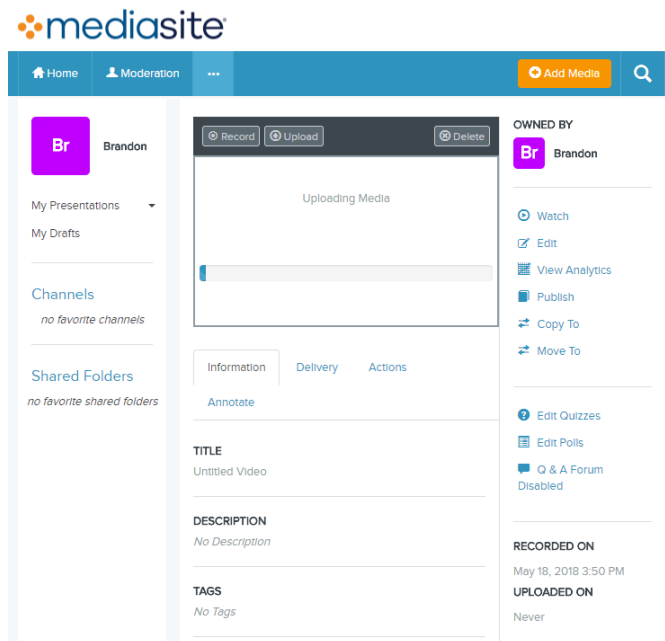
New Presentation Details

Name:

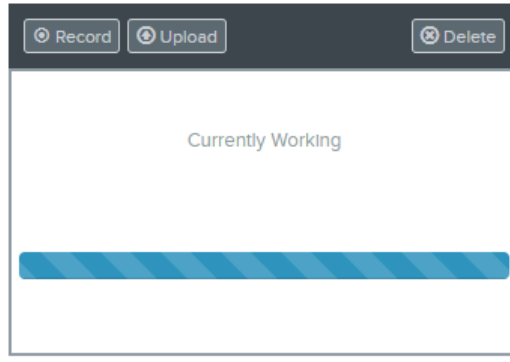
Description:

Destination: My Drafts
 .Brian Media Import Test

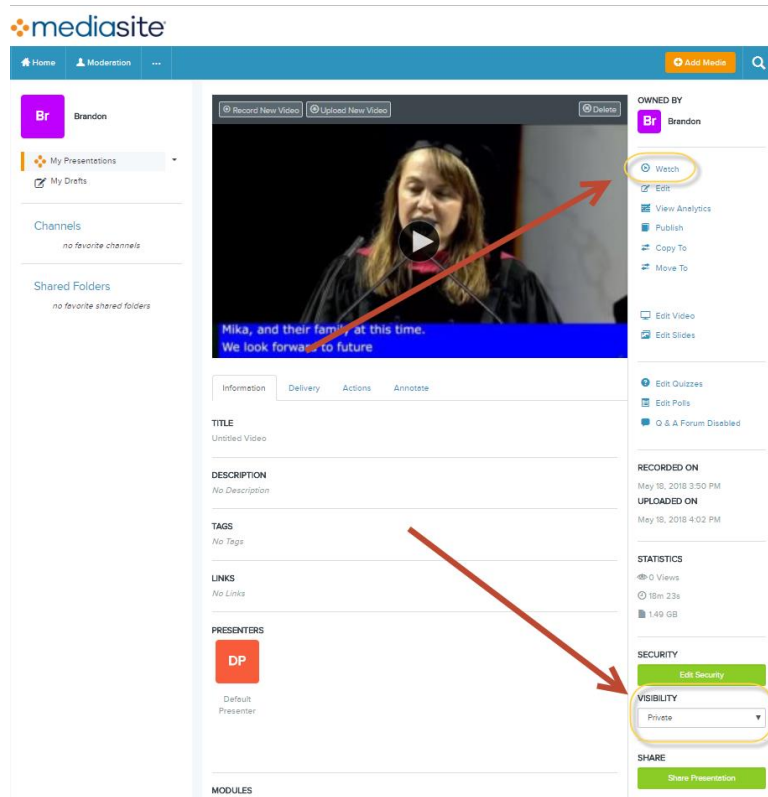
When you have chosen your Channel or Shared Folder it should appear in the Destination section as in the picture above. Click **Create Presentation.**



Your presentation will upload. DO NOT close out of this window until it has finished uploading.



While the video is processing on the server, it will say “Currently Working”



When the video has finished processing, you will see a thumbnail from the presentation as seen above. **You will want to change the Visibility from Private to Visible**, which is a dropdown that appears at the bottom of the page. To provide the video link to someone, click the **Watch** button at the top of the page and copy the URL of the page that you are taken to.

If you have any questions, please contact Video & Collaboration Services at video@ufl.edu or 392-4357.