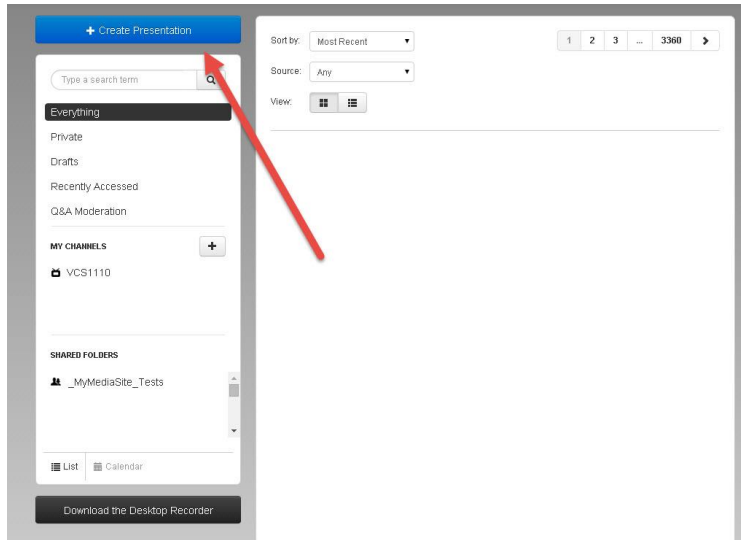


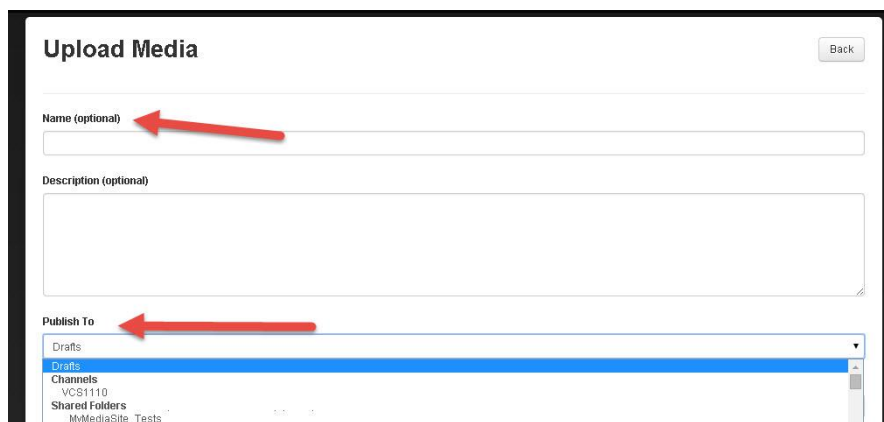
UPLOADING VIDEOS IN MYMEDIASITE

Uploading videos has changed slightly in MyMediasite recently.

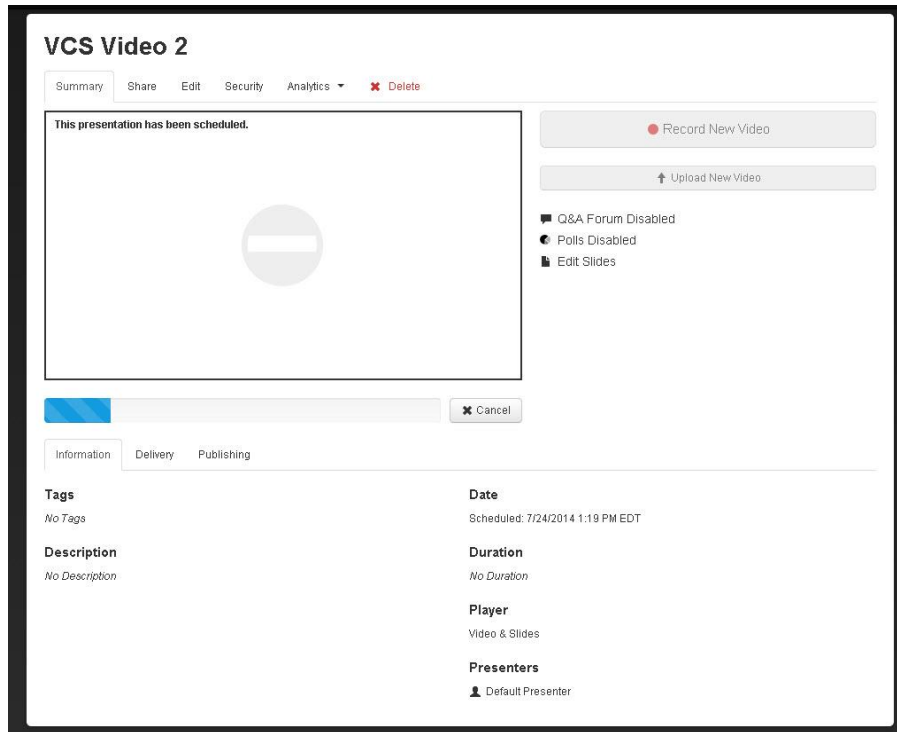
This is how you upload your videos to MyMediasite:



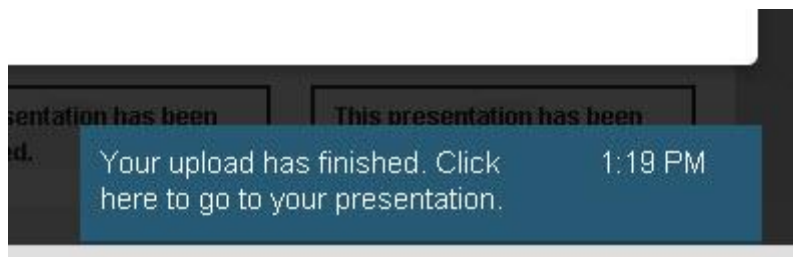
Within MyMediasite, click on the **Create Presentation** button. Then select **Upload Media**.



Type the name of the video and select what **Channel** or **Shared Folder** you'd like to upload the video into. Click the **Select Video** button. A File Upload window will appear. Navigate to your file and upload it.



You will see an upload progress bar. (The blue bar in the picture above)



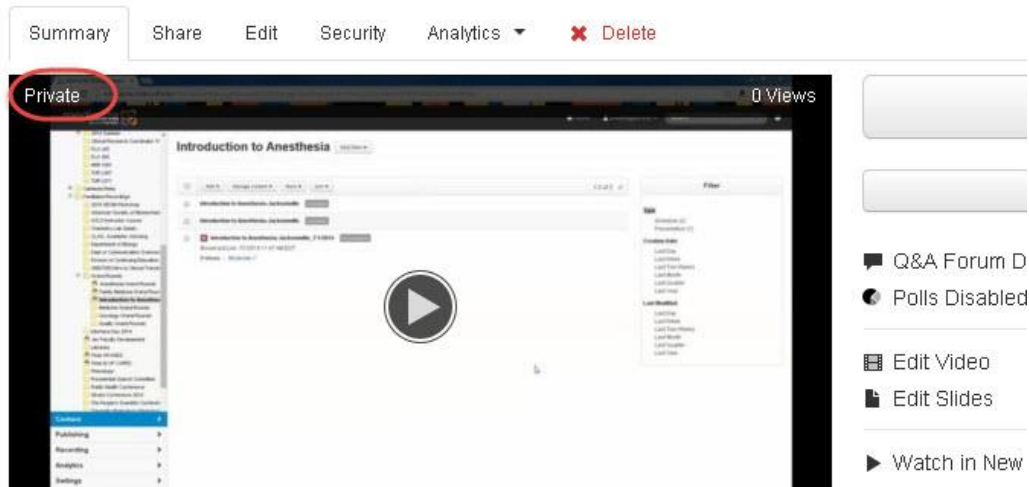
You will see a notification that your upload has finished. Click on it to go to the presentation.

VCS Video 2

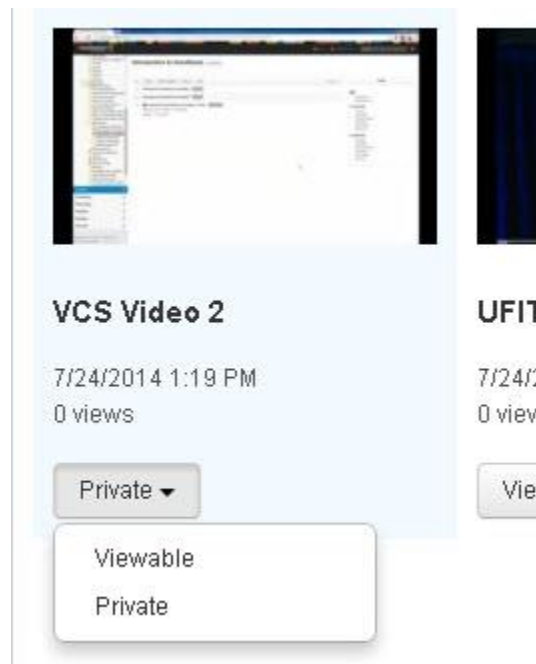


You'll notice at first that the video needs to process.

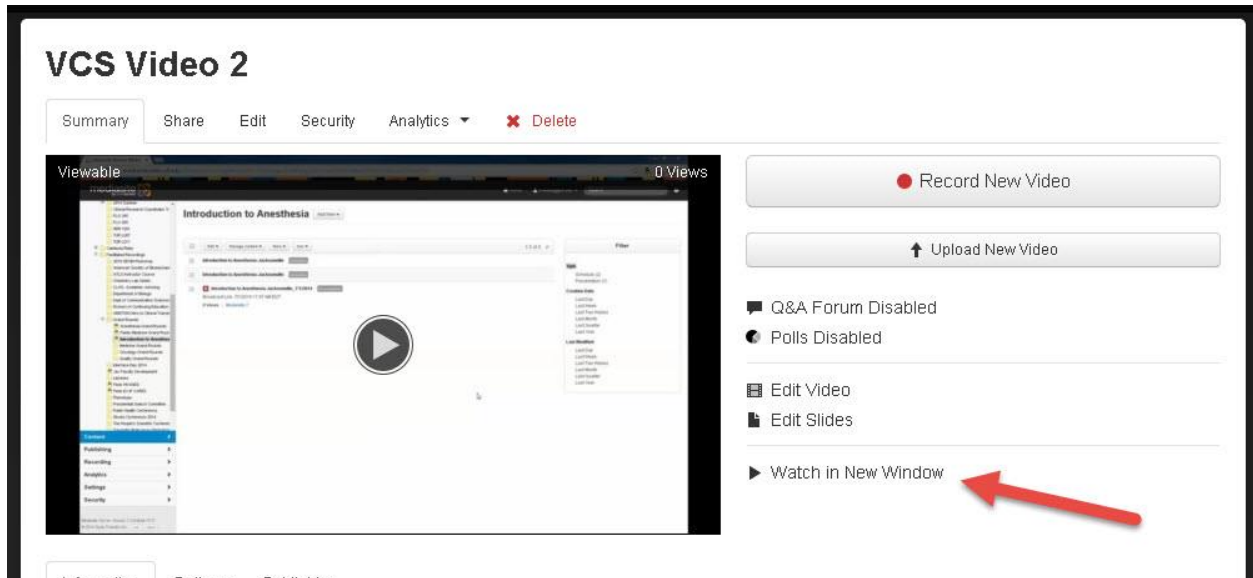
VCS Video 2



Once it has finished processing, you will be able to watch the video, but nobody else will be able to. You can see in the picture above that it defaults to “Private.”



To make it viewable by anyone other than yourself, you will need to click out of the Presentation, click on the “Private” dropdown and select “Viewable.”



From here, if you click on the presentation, you can click on the **Watch In New Window** link, and the video will open in a new tab or window. Copy the link that you see in the new window or tab's address bar, and you will be ready to share it with whoever needs to see it.