

Mediasite Desktop Recorder First Time Setup

1. Open your default web browser
2. Log into BOLT
3. In the top right menu bar, click the “Faculty Resources” menu
4. Click “MyMediasite” – a new window/tab will open
5. At the bottom of the left menu bar, click “Download the Desktop Recorder” – a new window/tab will open
6. In the first column, click “Download Desktop Recorder”
7. Follow the procedure to install the application
8. Return to your web browser
9. In the third column, click “Register Mediasite Desktop Recorder”
10. The application will launch and your email address will appear in the top menu
11. If you are using a personal computer or a mac, skip to step 12.

If you are using a university owned windows computer, follow these steps:

- a. Click the “Home” menu
 - b. Click “Settings”
 - c. Click the “Browse” button under “CHOOSE A FOLDER TO STORE RECORDINGS UNTIL THEY ARE UPLOADED”
 - d. Expand “Computer”
 - e. Expand “Local Disk (C:)”
 - f. Expand “Users”
 - g. Click on your username
 - h. Click the “Make New Folder” button
 - i. Type “Mediasite” in the new folder name
 - j. Click on the newly created “Mediasite” folder
 - k. Click “OK”
12. Close the desktop recorder application
 13. Return to your web browser
 14. Close the “Mediasite – Desktop Recorder Download” window/tab
 15. In the left menu bar next to “MY CHANNELS”, click the “+” button to create a new channel
 16. Type the name of the course and press enter
 17. You’re ready to begin recording