Basic Video Upload to MyMediasite

1. Visit http://mymediasite.bloomu.edu from any web browser.
2. Enter your HuskyID and password.

3. Click "Sign On" (or press 'return')
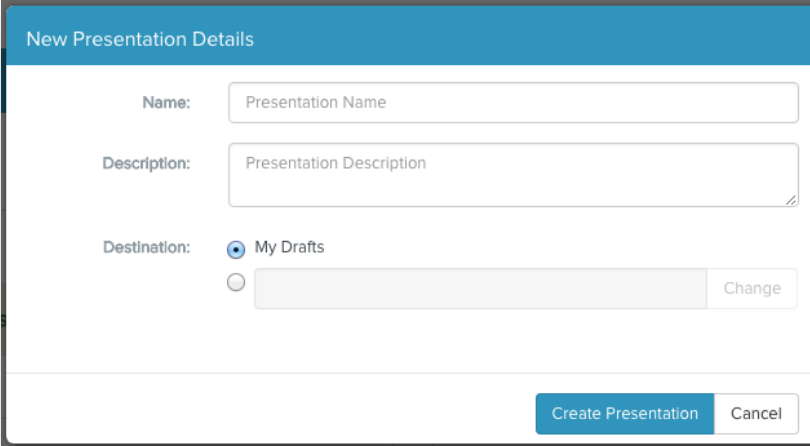4. Click "+ Add Media"

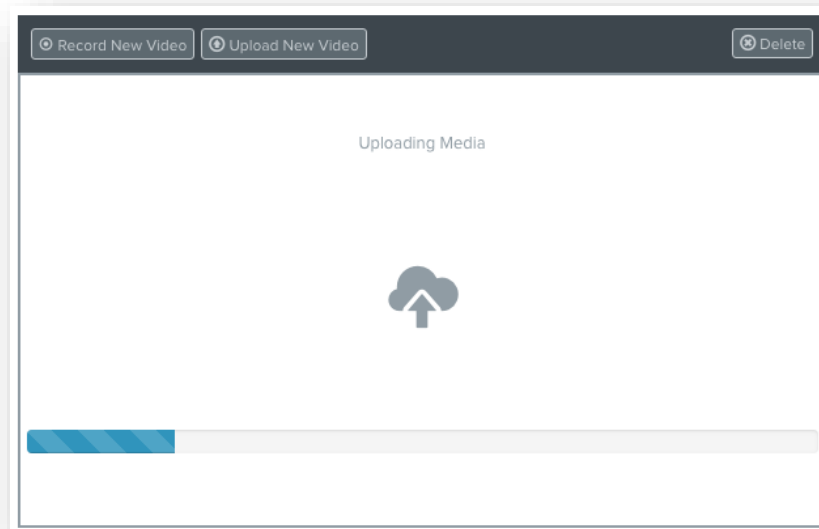5. Click "I want to upload a file from my computer"
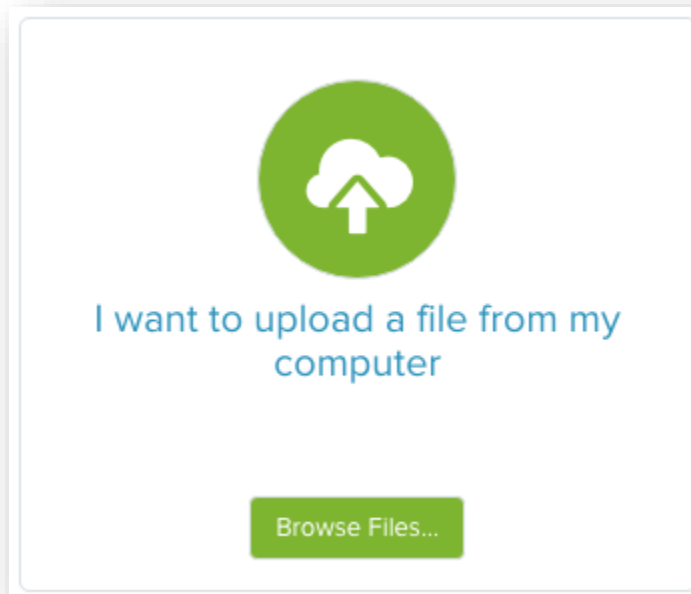
6. Browse to and open your Movie file.
7. Enter a Name and Description for the recording.
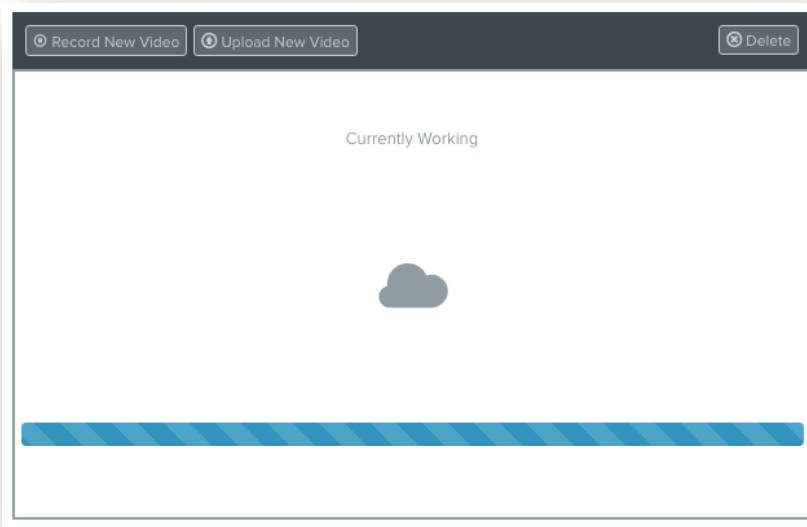8. Choose a custom destination channel or shared folder if desired.

9. Click "Create Presentation"
10. Wait for the progress bar to complete.

11. Once the upload has finished, you will see one of these messages:
   "Queued for Processing" or "Currently Working"

12. When the video has completed processing (usually within 30 minutes), you will receive an email with links to manage and view the presentation. At this point, only the creator can view the presentation.
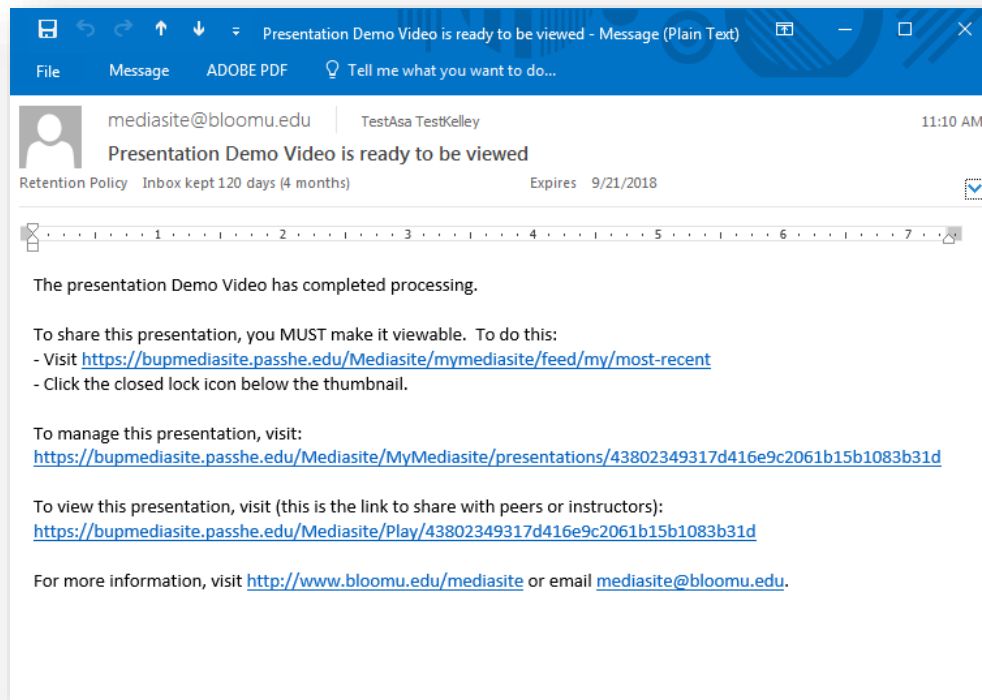
13. To enable sharing of the video, return to the MyMediasite portal and click the closed lock icon below the thumbnail.
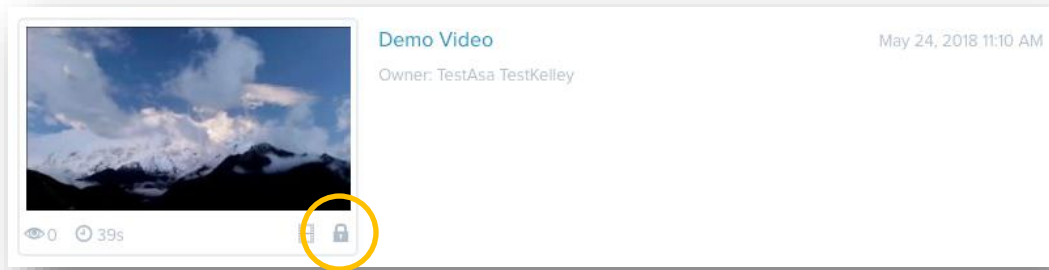
14. To share the video, click on the presentation title to open its Summary page and then click the green "Share Presentation" button at the bottom of the right column.
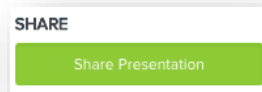
15. Click the green "Copy" button to the right of the Quick Link box.
    You may paste the link in and email client, BOLT, or a website editor.