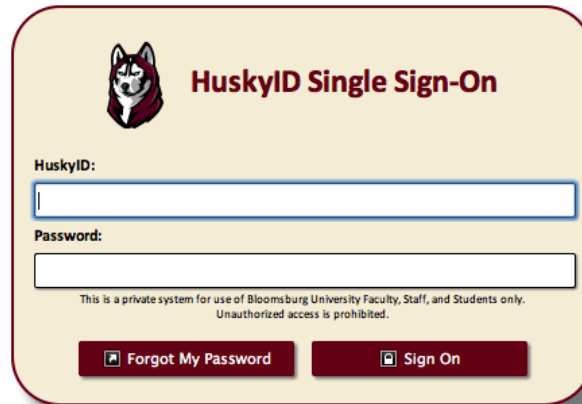


# Basic Video Upload to MyMediasite

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

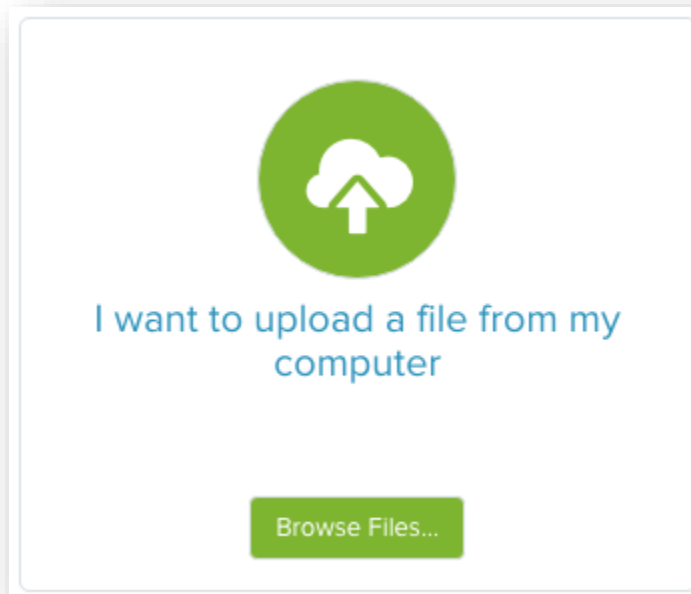


The image shows a login form titled "HuskyID Single Sign-On". It features a husky logo on the left. Below the title are two input fields: "HuskyID:" and "Password:". At the bottom, there are two buttons: "Forgot My Password" and "Sign On". A small disclaimer at the bottom reads: "This is a private system for use of Bloomsburg University Faculty, Staff, and Students only. Unauthorized access is prohibited."

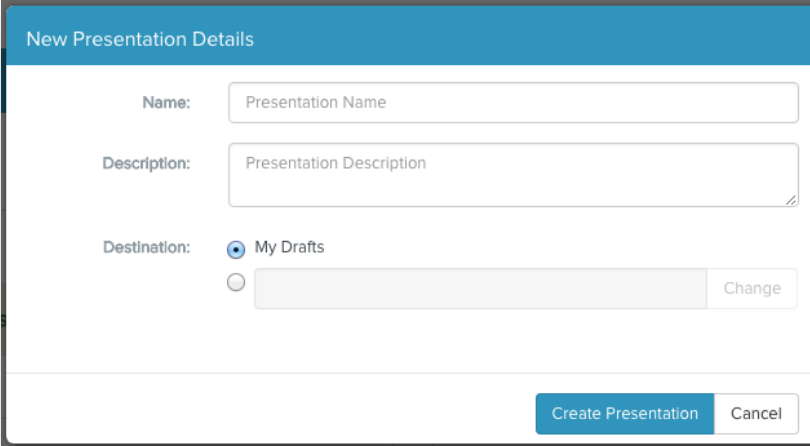
3. Click "Sign On" (or press 'return')
4. Click "+ Add Media"



5. Click "I want to upload a file from my computer"

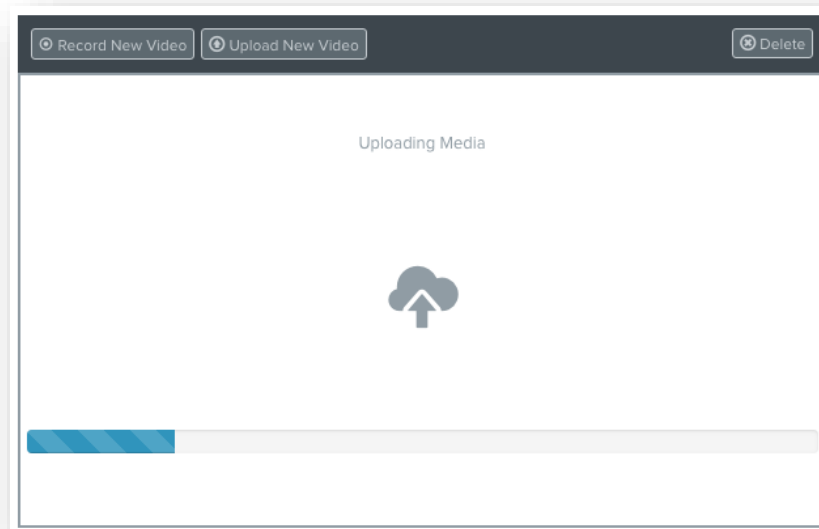


6. Browse to and open your Movie file.
7. Enter a Name and Description for the recording.
8. Choose a custom destination channel or shared folder if desired.

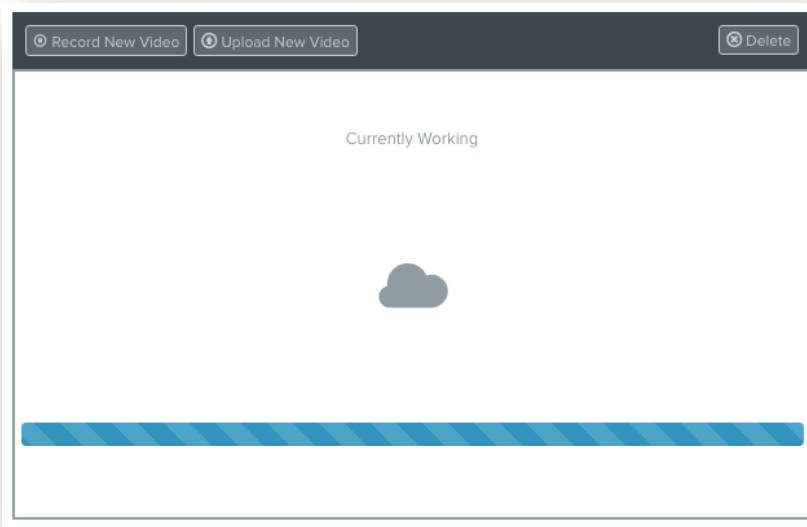


The screenshot shows a form titled "New Presentation Details" with a blue header. It contains three main sections: "Name:" with a text input field containing "Presentation Name"; "Description:" with a larger text area containing "Presentation Description"; and "Destination:" with a radio button selected for "My Drafts" and an empty input field with a "Change" button next to it. At the bottom right, there are two buttons: "Create Presentation" (highlighted in blue) and "Cancel".

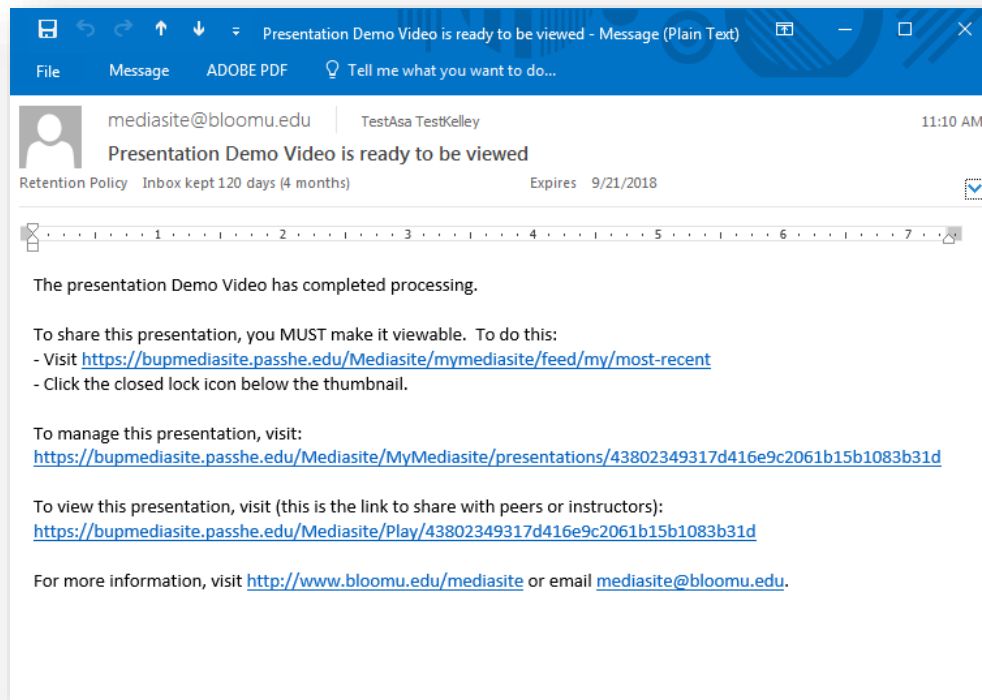
9. Click "Create Presentation"
10. Wait for the progress bar to complete.



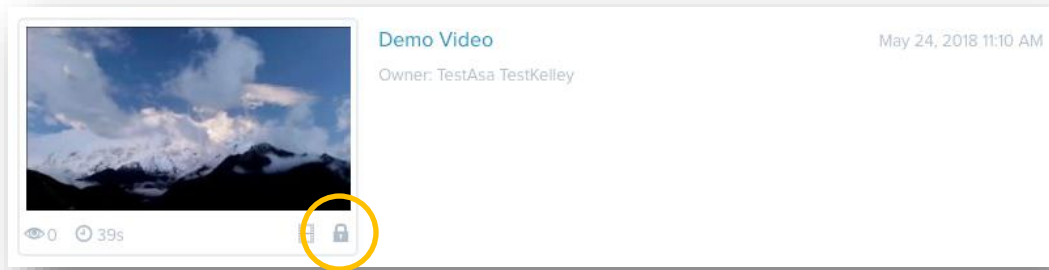
11. Once the upload has finished, you will see one of these messages:  
“Queued for Processing” or “Currently Working”



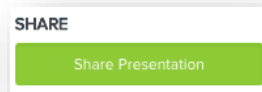
12. When the video has completed processing (usually within 30 minutes), you will receive an email with links to manage and view the presentation. At this point, only the creator can view the presentation.



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.

