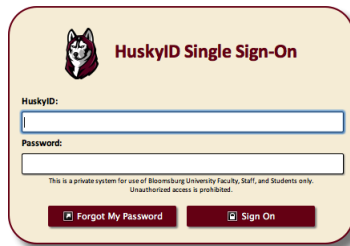


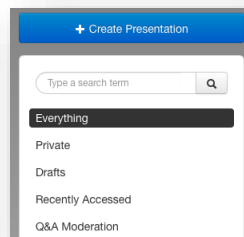
Basic Video Upload to MyMediasite

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



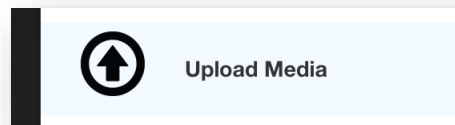
The image shows a login form titled "HuskyID Single Sign-On" with a husky logo. It contains two input fields: "HuskyID:" and "Password:". Below the fields is a small disclaimer: "This is a private system for use of Bloomsburg University Faculty, Staff, and Students only. Unauthorized access is prohibited."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

3. Click "Sign On" (or press 'return')
4. If prompted, enter your full name in the Name field.
 - a. Note: This will only occur the first time you log into this system.
Do not alter your email address or the time zone settings.
5. Click Continue.
6. Click "+ Create Presentation"

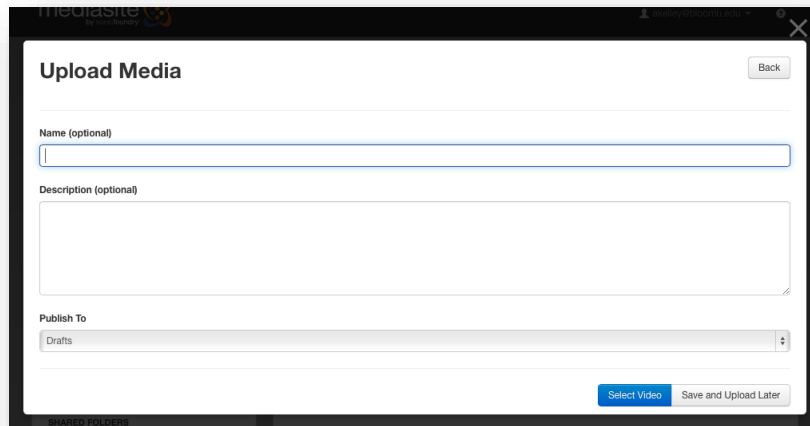


The image shows a dropdown menu with a blue header containing "+ Create Presentation". Below the header is a search bar with the placeholder text "Type a search term" and a magnifying glass icon. The menu items are: "Everything" (highlighted), "Private", "Drafts", "Recently Accessed", and "Q&A Moderation".

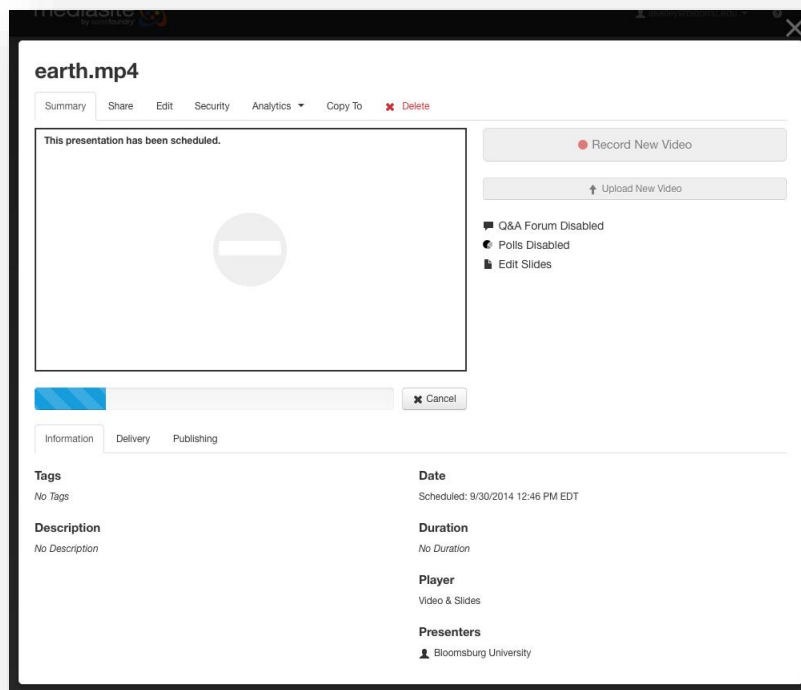
7. Click "Upload Media"



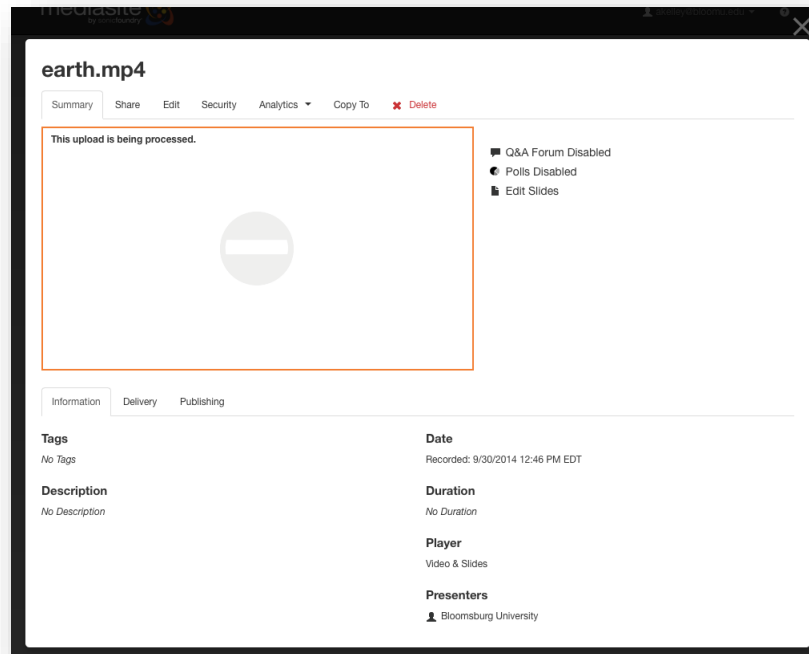
8. Enter a Name and Description for the recording if desired.
 - a. Note: If no name is entered, the presentation will take the name of the original file.



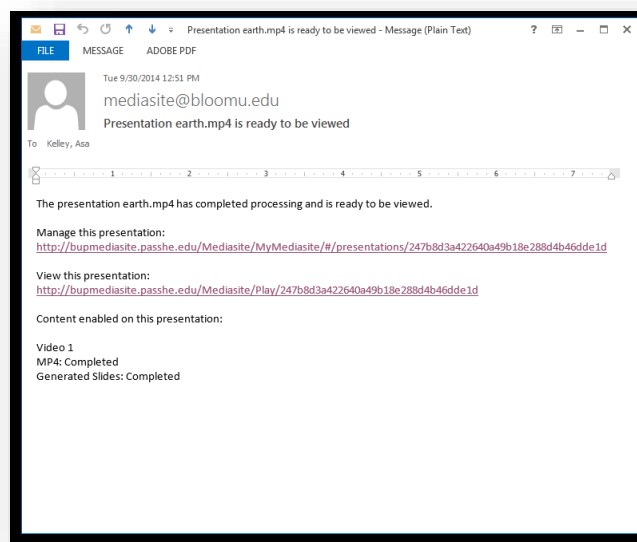
9. Click "Select Video"
10. Select your Movie file and click "Choose"
11. Wait for the progress bar to complete.



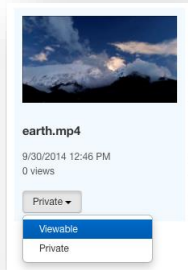
12. Once the upload has finished, you will see one of these messages:
“This upload is queued for processing” or “This upload is being processed.”



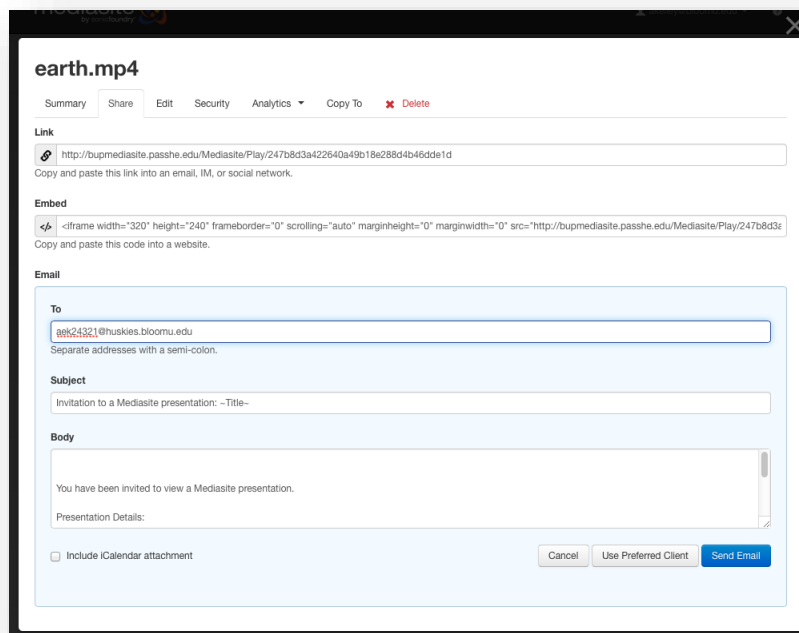
13. When the video has completed processing (usually within 30 minutes), you will receive an email with links to manage and view the presentation. At this point, only the creator of the presentation can view the presentation.



14. To enable sharing of the video, return to the MyMediasite portal and change the status of the item by clicking on the “Private” button and selecting “Viewable”.



15. To share the video, click on the presentation title to open its Summary page and then click the “Share” tab:
- The system can automatically send an email.
Enter the destination email address(es) in the third field and click the “Send Email” button.



- b. Alternatively, copy the link address in the first line.
You may paste the link in an email client, BOLT, or a website editor.

