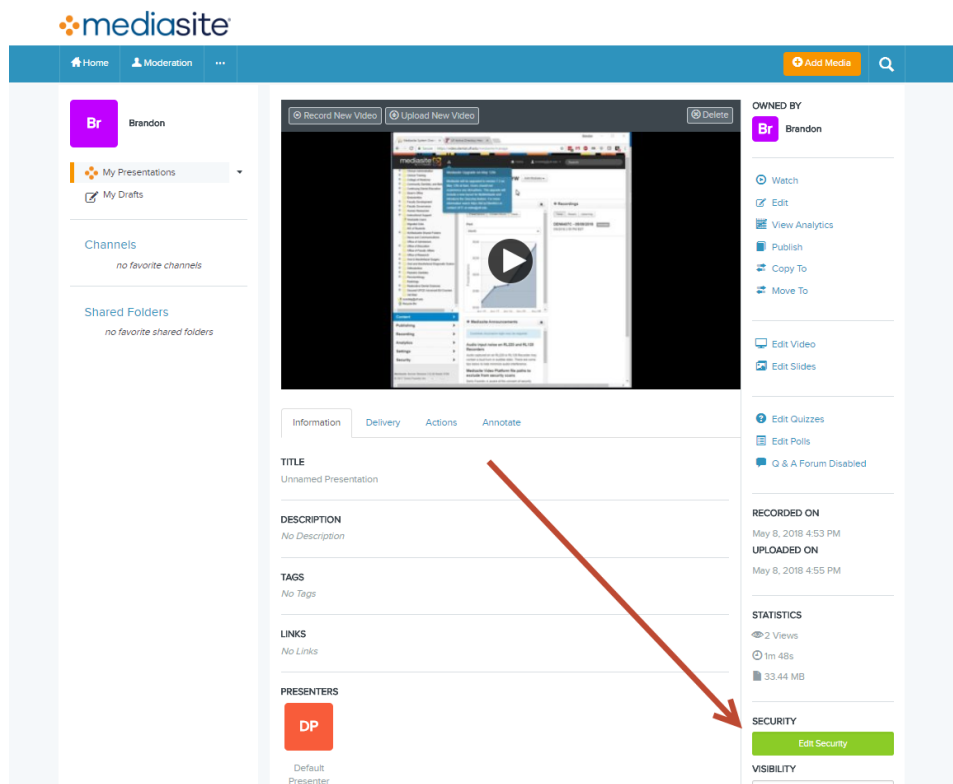


Adjusting Permissions in MyMediasite



To change a presentation's permissions in MyMediasite, navigate to a presentation and click the **Edit Security** button.

Security

[Save](#) [Cancel](#)

Owner **Creator**

Enable Review/Edit/Approve Workflow
 Inherit permissions from parent folder

Assigned Roles

Role	Allow	Deny
Mediasite Roles		
AT-VCS-MS-CAPTIONS	<input type="checkbox"/>	<input type="checkbox"/>
AT-VCS-STAFF	<input type="checkbox"/>	<input type="checkbox"/>
AT-VCS-STAFF-MGR	<input type="checkbox"/>	<input type="checkbox"/>
AT-Video Supervisors	<input type="checkbox"/>	<input type="checkbox"/>
AuthenticatedUsers	<input type="checkbox"/>	<input type="checkbox"/>
Creator	<input type="checkbox"/>	<input type="checkbox"/>
MEDIASITESYSTEM	<input type="checkbox"/>	<input type="checkbox"/>
MediasiteAdministrators	<input type="checkbox"/>	<input type="checkbox"/>
Owner	<input type="checkbox"/>	<input type="checkbox"/>
User Profiles	<input type="checkbox"/>	<input type="checkbox"/>

A Security window pops up. Uncheck the box next to **Inherit permissions from parent folder**. When you do this, more options will appear.

The screenshot shows the 'Security' window with a 'Save' button and a 'Cancel' button. The 'Owner' field contains 'brantelg@ufl.edu' and the 'Creator' field also contains 'brantelg@ufl.edu'. There are two checkboxes: 'Enable Review/Edit/Approve Workflow' and 'Inherit permissions from parent folder', both of which are unchecked. The 'Assigned Roles' section shows a list of roles with 'AuthenticatedUsers' selected. To the right of the roles list is a table with columns 'Allow' and 'Deny' for various permissions: Write, Moderate, Read, View, Approve, and Annotate. The 'View' permission is checked under the 'Allow' column. Below the roles list are buttons for 'Remove Selected Roles' and 'Update Permissions'. At the bottom, there is a section for 'Add people or groups' with a search input field containing 'Enter a name, email, or group name', a 'Viewer' dropdown, and a 'Search Method' dropdown set to 'By Names Starting With'.

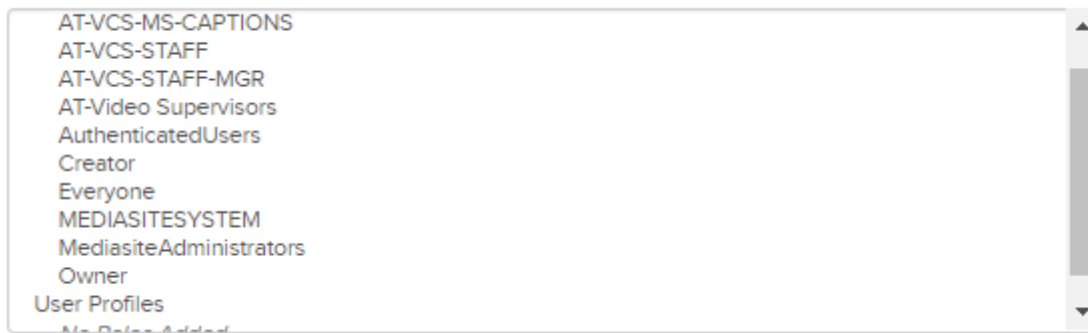
Now you can remove roles for users and groups, and add new ones. To remove a user or group, select it under Assigned Roles and then click the **Remove Selected Roles** button.

To add a user or group, type in the Gatorlink username or Active Directory group name in **Add people or groups**.

This screenshot shows the 'Add people or groups' section of the interface. The search input field contains the text 'Everyone'. Below the input field, a dropdown menu is open, showing a search result for 'Everyone' with a person icon next to it. The 'Viewer' dropdown and the 'Search Method' dropdown (set to 'By Names Starting With') are also visible.

Click on the correct name when it appears.

Assigned Roles



It will then appear in the Assigned Roles.



When you've finished making changes, click the Save button in the top right of the Security window.

If you have any questions, please contact Video & Collaboration Services at video@ufl.edu or 392-4357.