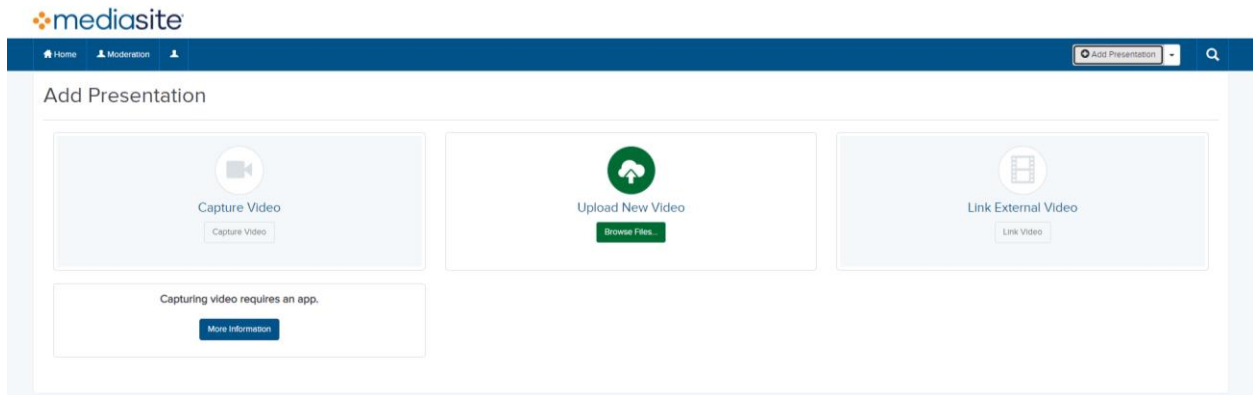


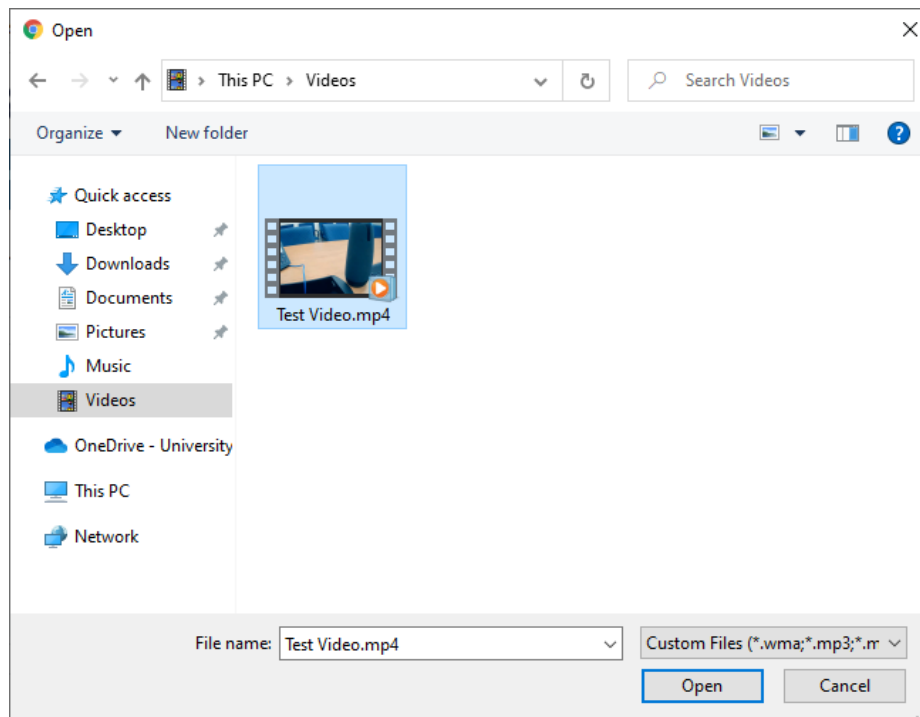
Uploading Videos In MyMediasite



Click the “Add Presentation” button found on the left side, underneath your account name.



To upload a video from your computer, click the “Browse Files” button.



Find the video you want to upload and select “Open”

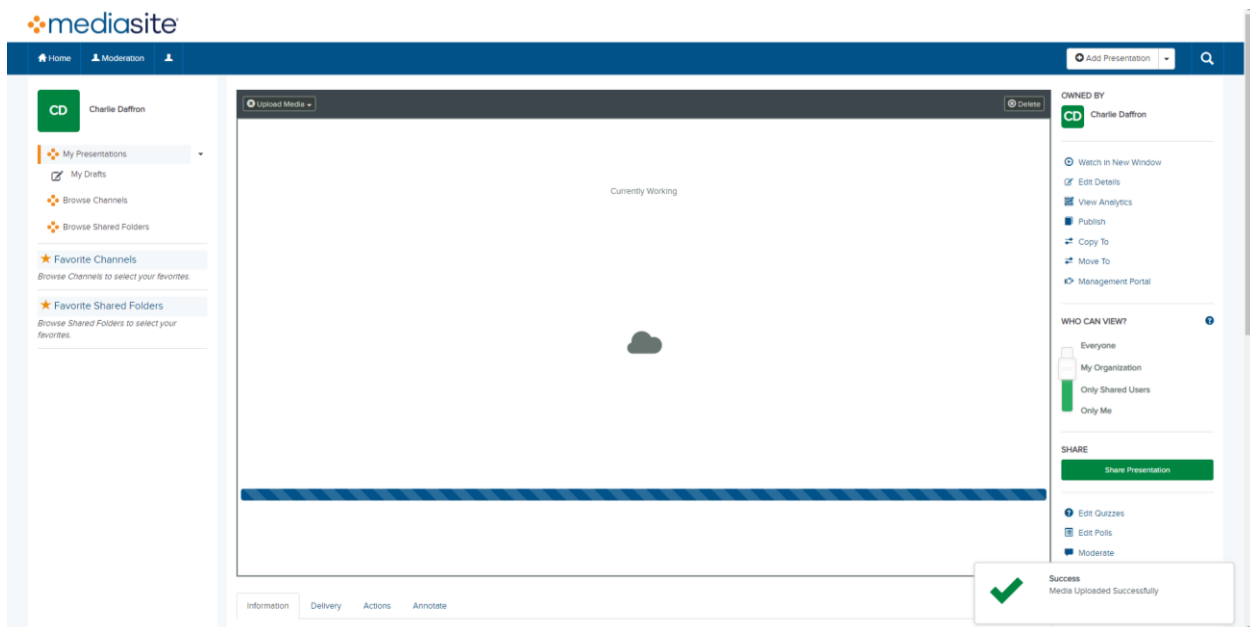
Next you will be directed to name the presentation, add an optional description and choose a destination. If you don't choose a destination, your presentation can be found in the drafts folder in your MyMediasite.

If you would like to upload your presentation to a specific destination, choose the second option and click "Change". You can choose to either add your new presentation to a shared folder or a user channel.

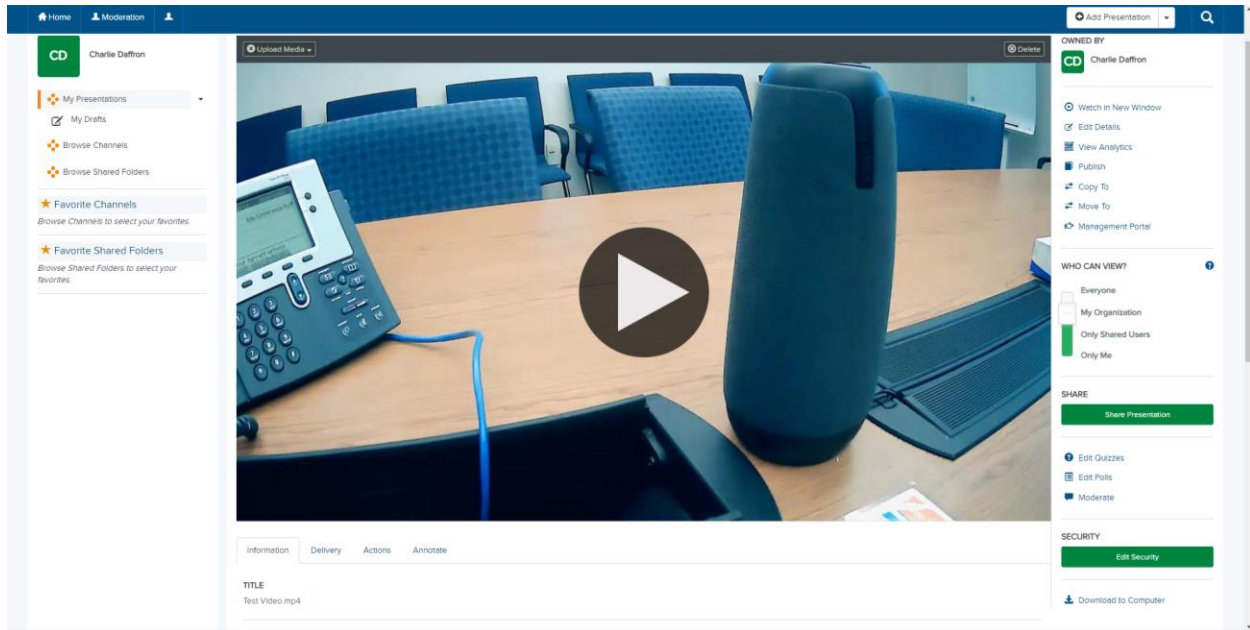
Once you've chosen your channel or shared folder it will appear in the destination field, and you can click the "Create Presentation"



Your presentation will automatically start uploading, **DO NOT** close your tab until it has finished uploading.



While the video is processing on the sever, it will say "Currently Working".



When the video has finished processing you will be able to see a thumbnail. You can adjust the privacy of your presentation using the “Who Can View” slider on the right. To get the shareable link for your presentation, click the “Share Presentation” button on the right.