

Download & Install Mediasite Desktop Recorder at Villanova

Updated: March 2020

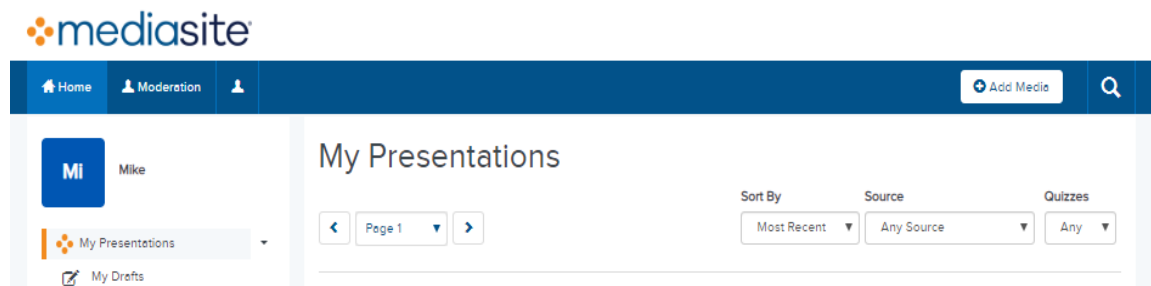
1. **Log in** to Villanova University’s MyMediasite here:
 - a. <https://vums-web.villanova.edu/Mediasite/mymediasite>
2. If you have not already registered with the Villanova Mediasite system, you will be prompted to **enter your First and Last Name & your email address**.



The screenshot shows a registration form titled "Welcome to Mediasite!". Below the title is the instruction: "Please complete your user profile and click 'Continue' when done." The form contains three input fields: "Name" with a placeholder "Display Name", "Email Address", and "Local Time Zone" with a dropdown menu showing "(UTC-05:00) Eastern Time (US & C)". A blue "Continue" button is located at the bottom of the form.

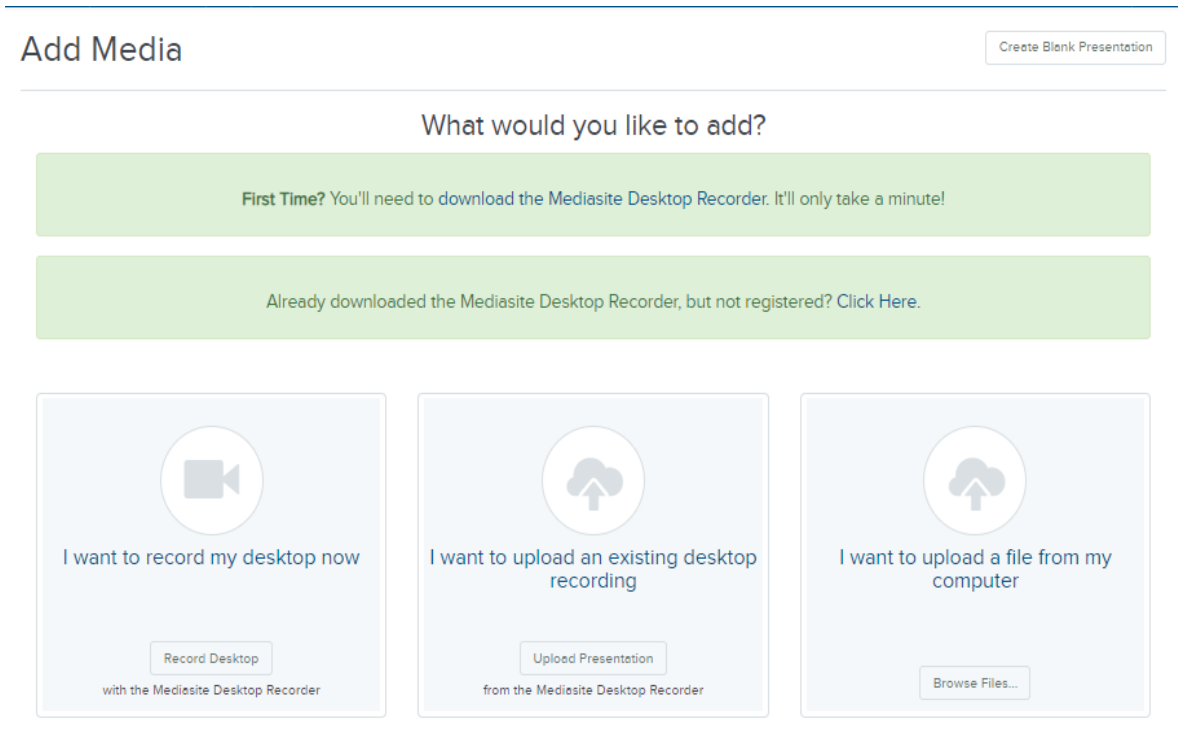
You will receive a confirmation email from cit@villanova.edu asking you to activate your profile. Please click on the link to activate your profile. If you do not activate your profile, your recordings will not upload.

3. Click on the “**Add Media**” Button on the top-right of the banner:

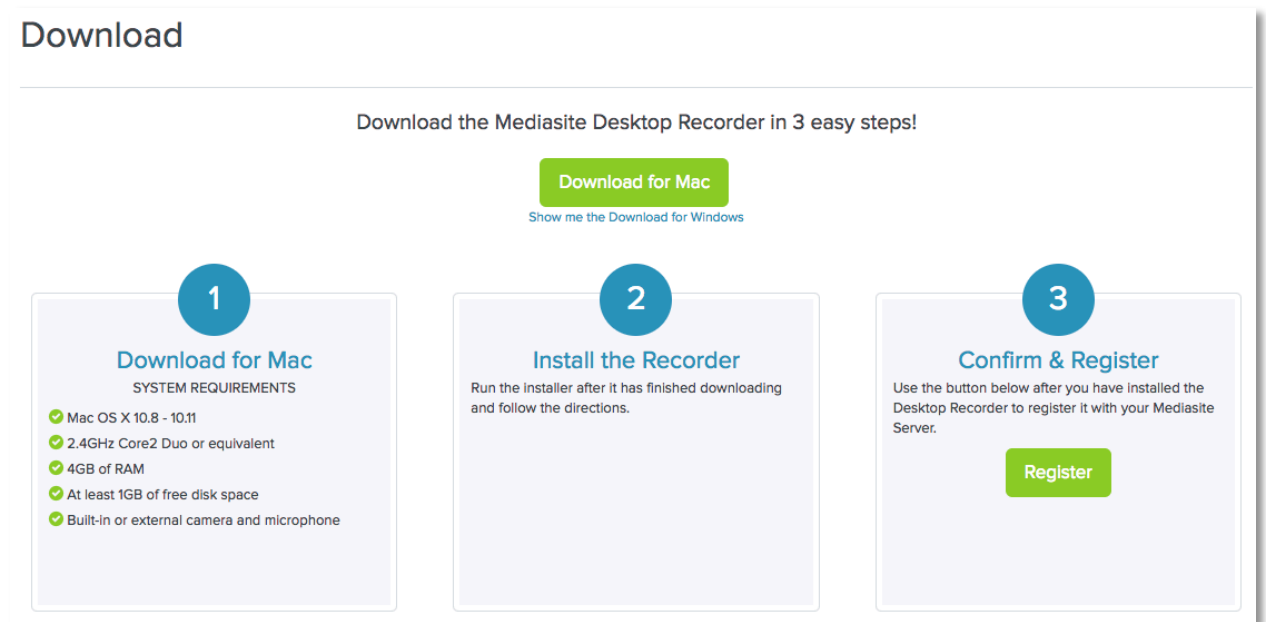


The screenshot shows the Mediasite user interface. At the top, there is a navigation bar with "Home", "Moderation", and a user profile icon. On the right side of the navigation bar is an "Add Media" button and a search icon. Below the navigation bar, the user's name "Mi Mike" is displayed. A sidebar on the left shows "My Presentations" and "My Drafts". The main content area is titled "My Presentations" and includes a pagination control showing "Page 1" and sorting options for "Sort By" (Most Recent), "Source" (Any Source), and "Quizzes" (Any).

- Click the link in the green banner near the top that says **“Download the Mediasite Desktop Recorder”**



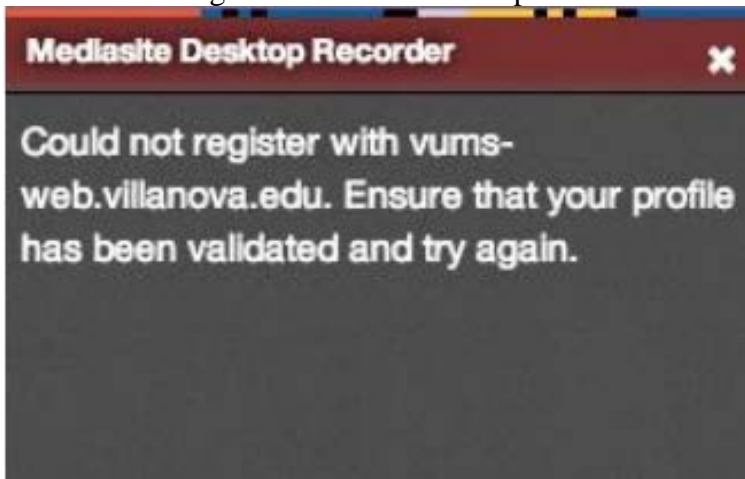
- Download** the appropriate installer for your machine (Mac or PC). Open and Install as you would any other program, following the on-screen prompts. Keep the webpage (shown below) open, as **you will need to return here after installation.**



6. If your recorder does not authenticate automatically, return to your browser and click on the green “**Register**” button listed under step 3 “Confirm & Register.”

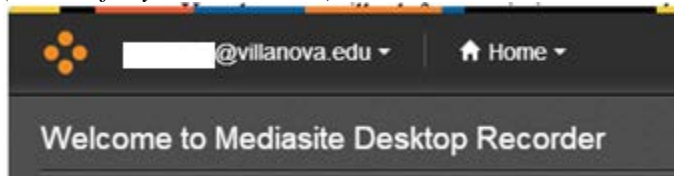
Your browser will ask for permission to open the freshly installed Desktop Recorder application on your computer, **allow it**.

Note: If you see the following window appear on your computer, please check the confirmation email from cit@villanova.edu. Click on the link to activate your profile and click on the “Register Mediasite Desktop Recorder” button again.

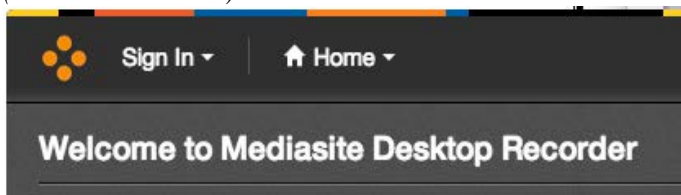


7. If your installed Desktop Recorder now shows your username instead of “Sign In” on the top left of the application, **you are now all set up and ready to begin recording**.

(Successfully Authenticated)



(Not Authenticated)



(Note: this screenshot shows an application that *has not* been successfully registered, hence the “Sign In” showing in place of where your username should appear)