Step 1 of 6
Open a new internet browser window and go to MyMediasite at: https://vums-web.villanova.edu/mediasite/mymediasite

Step 2 of 6
Login using your Villanova User ID and current password.

Step 3 of 6
Click once on the teal square with your initials in the top-right corner of the webpage, and select “My Settings” from the drop down menu that appears.
Step 4 of 6
Next, select “Notifications” in the left-hand My Settings sidebar.

Step 5 of 6
Uncheck any occurrences related to your presentations that you do not want to receive a Mediasite notification email about – *Note: “Captioning completed on my presentations” is the last item on the list.*

Step 6 of 6
When you have made your choices, click the blue “Save” button in the top right-hand corner of the webpage to make your changes begin to take effect.