

CHANGING YOUR MEDIASITE NOTIFICATION SETTINGS

Step 1 of 6

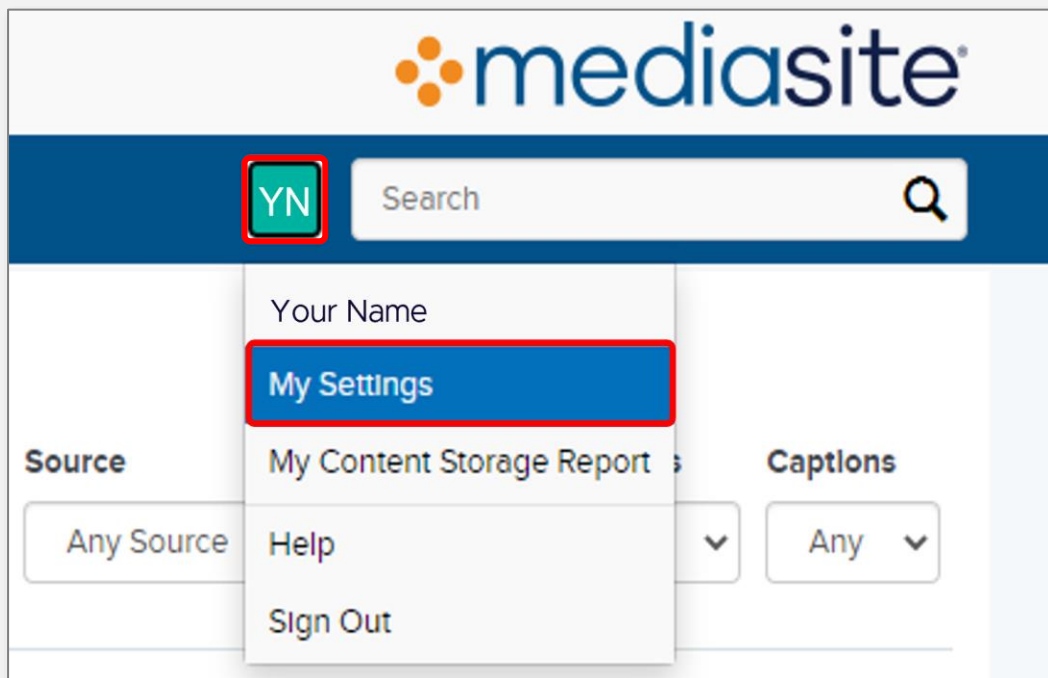
Open a new internet browser window and go to MyMediasite at:
<https://vums-web.villanova.edu/mediasite/mymediasite>

Step 2 of 6

Login using your Villanova User ID and current password.

Step 3 of 6

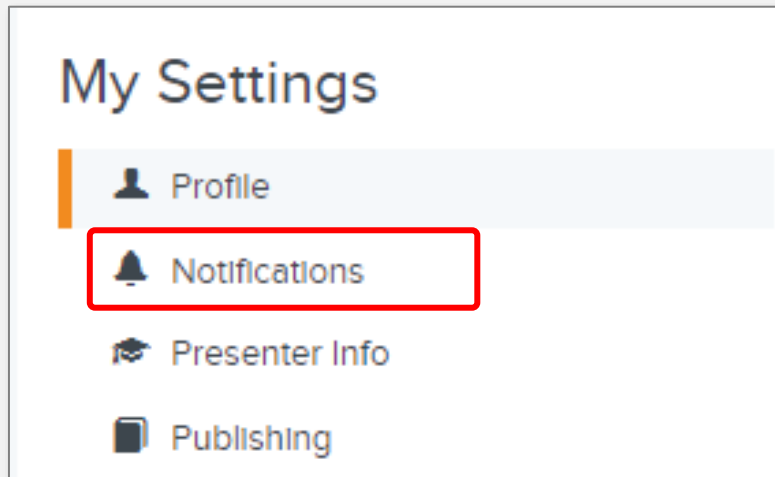
Click once on the teal square with your initials in the top-right corner of the webpage, and select “My Settings” from the drop down menu that appears.



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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.**

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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.

