

# MANAGING ACCESS TO YOUR MEDIASITE PRESENTATIONS



## Before you begin!

- ✓ All Mediasite presentations upload as **Private** by default unless a user expressly requests otherwise. Private presentations are only accessible to its owner.
- ✓ Use the right browser – we recommend Google Chrome, Mozilla Firefox, or Safari.

## Step 1 of 3

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

## Step 2 of 3

Login using your Villanova User ID and current password.

## Step 3 of 3

Find the **Private** presentation you would like to update in your list of available content and click on the lock icon in the lower right-hand corner of the thumbnail (see image).



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## Step 3 of 3 (continued)



A closed lock icon means the presentation is set to **Private** and can only be viewed by you.



An open lock icon means the presentation is set to **Visible** can be viewed by any credentialed Villanova user either via a direct share link, or the course's Channel page.

## Alternative Method for Changing Presentation Access

Select the video you would like to update, either by clicking on the title of the video or its thumbnail image.

The “Who Can View?” slider on the right-hand side of the Presentation Details page will allow you to update access, too.

**WHO CAN VIEW?** ?

**Everyone**

**My Organization**

**Only Shared Users**

**Only Me**

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**SHARE**

Share Presentation

**EVERYONE** – *Visible to both Villanova and non-Villanova users*

**MY ORGANIZATION** – *Visible to Villanova users only*

**ONLY SHARED USERS** – *Visible to individual Villanova users you specify when clicking the green “Share Presentation” button*

**ONLY ME** – *Private (i.e. only visible to you)*