

SHARE A MEDIASITE PRESENTATION WITH SPECIFIC USERS



Before you begin!

- ✓ Use the right browser – we recommend Google Chrome, Mozilla Firefox, or Safari.
- ✓ Make sure you're the video's owner – only the Villanova faculty or staff designated as the "Owner" of a video will be able to change its delivery options.

Step 1 of 6

Log into MyMediasite at:

<https://vums-web.villanova.edu/mediasite/mymediasite>

Step 2 of 6

From your list of available presentations, find the one you would like to share and click on either the presentation title, or the thumbnail image (see image below).

My Presentations

< Page 1 >

TEST PRESENTATION
Faculty Name, PhD.

A Test Presentation

Presentation Quiz

Owner: Your Name

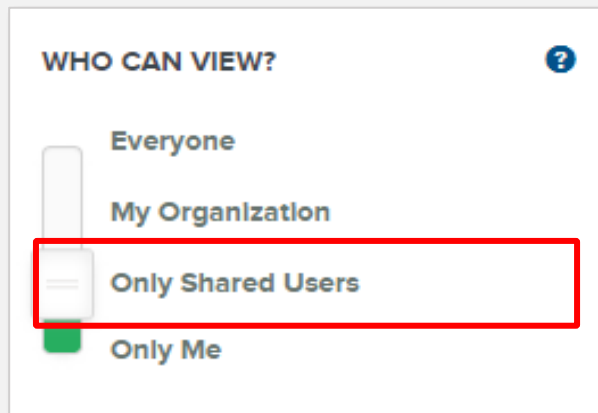
View Info
/Mediasite Users/yourname@villanova.edu

3 36s

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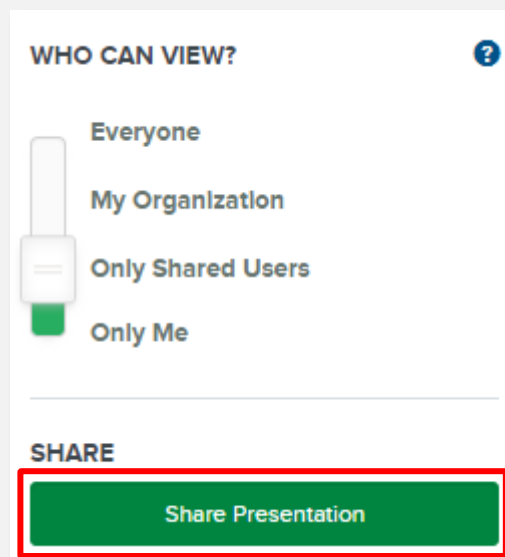
Step 3 of 6

Next, move the “Who Can View?” slider bar on the righthand side of the page to “Only Shared Users” (see *image below*) so that the presentation is only viewable by you and any authenticated Villanova user(s) you manually select in Step 5.



Step 4 of 6

Next, click on the green Share Presentation button underneath the “Who Can View?” slider bar.



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Step 5 of 6

When the Share Presentation pop-up window appears, you can search and select the names of the authenticated Villanova users with whom you would like to share your presentation via the **Invite by Email Address or Name** search window (see image below).

Click anywhere on a user's name or email address to add them as a "Shared User" with special permission to view your presentation.

Share Presentation

Quick Link

<https://vums-web.villanova.edu/Mediasite/Play/46a073645d4649bc868f741> Copy

Invite Registered Mediasite Users | Invite Registered Roles | Invite by Email | Embed

Mediasite Users that can watch this Presentation

No user profiles have been added to watch this presentation.

Invite by Email Address or Name

Mediasite Test

Mediasite test_user <mediasite_test_user@villanova.edu>

Mediasite Recorder Remove

Send Invite

NOTE: If you cannot find a user's name, that just means they have not yet validated their Villanova Mediasite account – they just need to log into their MyMediasite account at least one time: <https://vums-web.villanova.edu/mediasite/mymediasite>

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Step 6 of 6

After you have successfully selected each of the users you will be sharing your presentation with, their names will appear in a list underneath the **Invite by Email Address or Name** search window (see *image below*). When you're ready to share, click the green "Send Invite" button.

This will result in Mediasite sending an automated email from user@villanova.mediasite.com, using the subject line “[EXTERNAL] You've been invited to watch Presentation Title”, to each of your designated Shared Users, including a direct link to your presentation.

Note: Some users may ignore emails from accounts they don't recognize – if your recipients miss the automated Mediasite email inviting them to view your presentation, take the following secondary steps to share your presentation:

1. Visit your [MyMediasite portal](#) and re-open the presentation you are trying to share.
2. Click on the green **Share Presentation** button underneath the slider bar (see *Step 4*).
3. Once the **Share Presentation** pop-up window appears (see *image below*), copy the “Quick Link” and share it directly with your recipient(s).