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).
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.
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.

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
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).