

UPLOADING VIDEO FILES TO MEDIASITE

**Before you begin!**

- ✓ Use the right browser – we recommend Google Chrome, Mozilla Firefox, or Safari.

Step 1 of 7

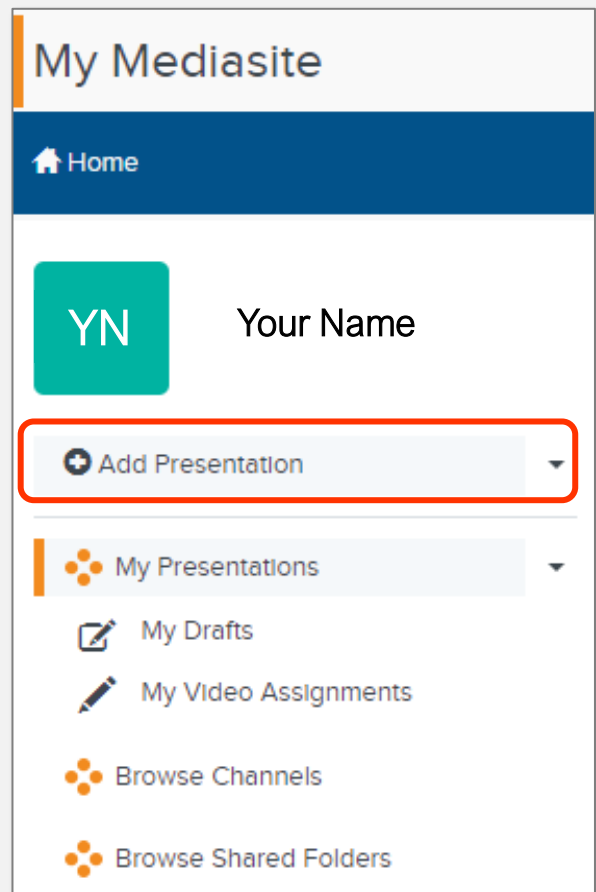
Open a new internet browser window and go to MyMediasite at:
<https://vums-web.villanova.edu/mediasite/mymediasite>

Step 2 of 7

Login using your Villanova User ID and current password.

Step 3 of 7

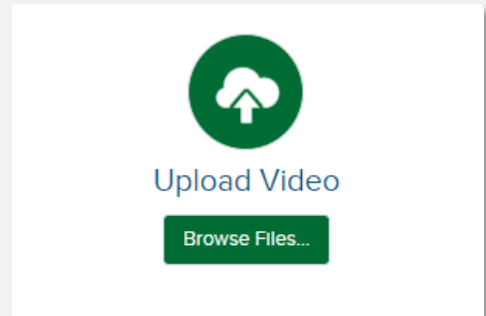
Select **Add Presentation** from the left-hand navigation bar (*see image*).



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Next, select **Upload Video** from the list of choices provided (*see image to right*).



Step 5 of 7

You will be prompted to select the video on your device that you would like to upload. *Note: you can only upload one video file at a time.*

Step 6 of 7

After you select the video file to upload, the **New Presentation Details** pop-up window will appear (*see image below*). Enter a **Name** for your presentation and (*if applicable*) its **Description**. This information can be updated later at any time.

Leave the destination as “My Drafts”.

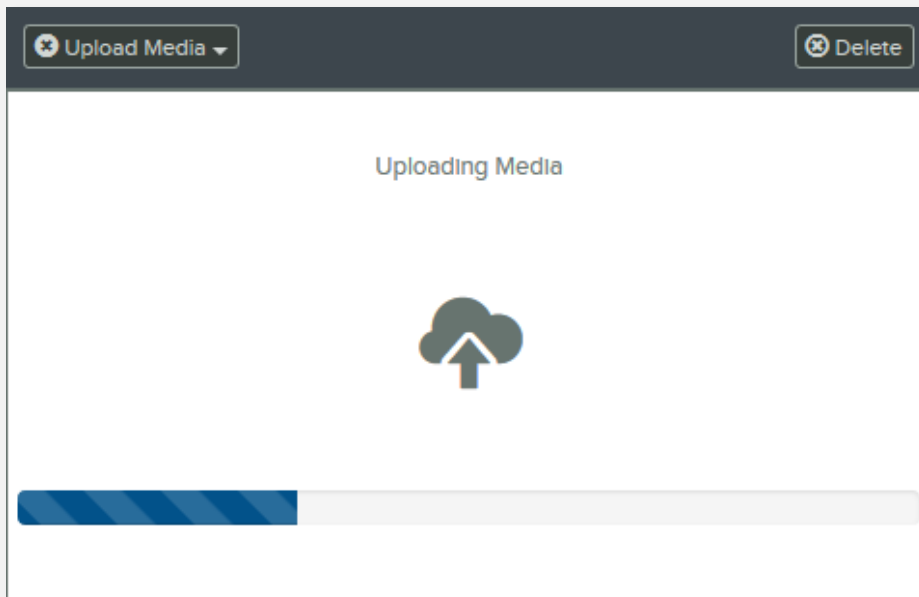
When you're finished, click the **Create and Launch** button.

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Your video will begin uploading and a progress bar will let you know when it is complete (*see image*).

Once the video upload has completed, reload or refresh your internet browser window.



Note: Large files may take some time to upload. You may use other browser tabs or windows while this is running, but do not close this window while the upload is in progress.

As a reminder, new uploads are automatically set to Private. To change viewer access rights to any of the presentations you own, please visit the “Uploading and Sharing Presentations” section of the [Mediasite and Video Delivery](#) page.