

SHARE A MEDIASITE PRESENTATION



Before you begin!

- ✓ Mediasite presentations can only be unlocked and shared by the owners of those presentations.
- ✓ Use the right browser – we recommend Chrome, Firefox, or Safari.

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

Log in with your current Villanova credentials.

Step 3 of 6

From your list of available presentations, find the one you'd like to share with your audience and click on its title (see *image below*).

The screenshot shows the 'My Presentations' page. At the top, there are navigation arrows and a 'Page 1' dropdown. Below this is a list of presentations. The first presentation is titled 'A Test Presentation', which is highlighted with a red box and a red arrow. To the right of the title are two buttons: 'Presentation' (green) and 'Quiz' (purple). Below the buttons, it says 'Owner: Your Name'. There is a 'View' button with a share icon. The presentation thumbnail shows a green background with the text 'TEST PRESENTATION' and 'Faculty Name, PhD'. At the bottom of the thumbnail, there are icons for views (3), duration (36s), help, and lock.

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Step 4 of 6

Next, locate the “Who Can View?” slider on the righthand side of the webpage.

Click and press the slider (see *image below*) with your cursor to change the view setting from “Only Me” to the setting that will best fit your specific needs.

A breakdown of each view setting can be reviewed below:

WHO CAN VIEW? ⓘ

Everyone

My Organization

Only Shared Users

Only Me

SHARE

Share Presentation

EVERYONE – *The presentation can be watched by **both** Villanova students/staff **and** the public*

MY ORGANIZATION –
RECOMMENDED SETTING FOR VILLANOVA CLASSROOM RECORDINGS

The presentation can be watched by only Villanova students/staff who have been provided the link.

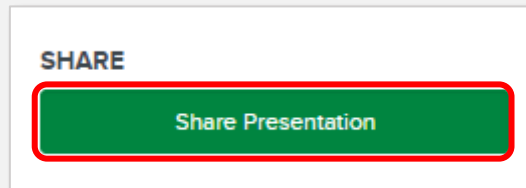
ONLY SHARED USERS – *The presentation can only be watched by Villanova students/staff you manually invite ([see directions](#)).*

ONLY ME – *The presentation can only be watched by you.*

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Step 5 of 6

After you have chosen your desired “Who Can View?” setting, click on the green **Share Presentation** button underneath the slider bar.



Step 6 of 6

Once the **Share Presentation pop-up window** appears (see image below), copy the full “Quick Link” provided at the top.

This link can then be emailed to your audience or posted to a Blackboard course page.

