

UNIT – MULTIMEDIA TECHNOLOGIES GROUP

SHARE A MEDIASITE PRESENTATION



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 user designated as the "Owner" of a video will be able to change its delivery options.

Step 1 of 5

Log into MyMediasite at:

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

Step 2 of 5

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 >

A Test Presentation

Presentation Quiz

Owner: Your Name

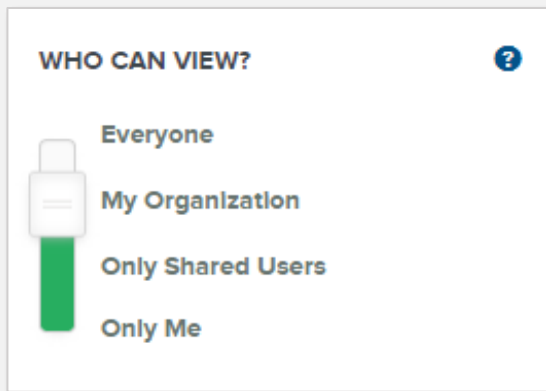
/Mediasite Users/yourname@villanova.edu

View

3 36s

Step 3 of 5

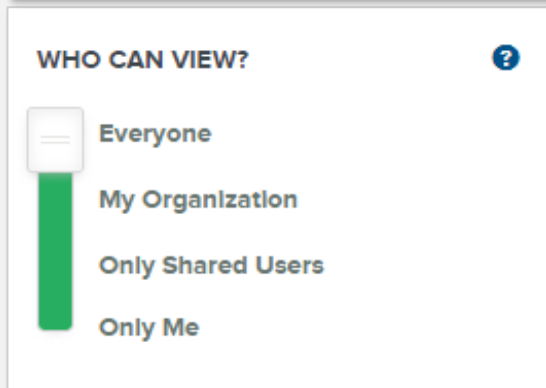
Next, move the “Who Can View?” slider bar on the righthand side of the page out of the “Only Me” setting (*indicating the presentation is locked to anyone except you*) and into the desired setting as detailed below:



My Organization

(DEFAULT FOR MOST VILLANOVA RECORDINGS)

The presentation is viewable by any authenticated Villanova user with access to the presentation link.



Everyone

The presentation is viewable by any anyone – both inside and outside of Villanova.



Wait – I only want certain users to be able to view my presentation(s), not everyone with the link!

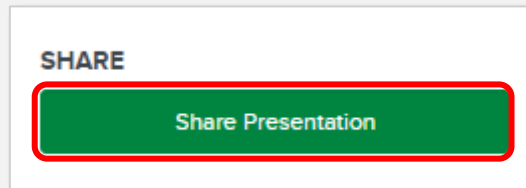
Not to worry – this is possible with Mediasite! Please refer to the PDF directions on [our Mediasite & Video Delivery webpage](#) entitled “UNIT Help Documentation - Share a Presentation with Specific Users”.

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SHARE A MEDIASITE PRESENTATION

Step 4 of 5

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



Step 5 of 5

Once the Share Presentation pop-up window appears (see image below), copy the “Quick Link” either by clicking on the green Copy button or by manually selecting/copying the full text of the link. This link can then be emailed to your audience or posted to a Blackboard course page.

