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 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).
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 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”.

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.