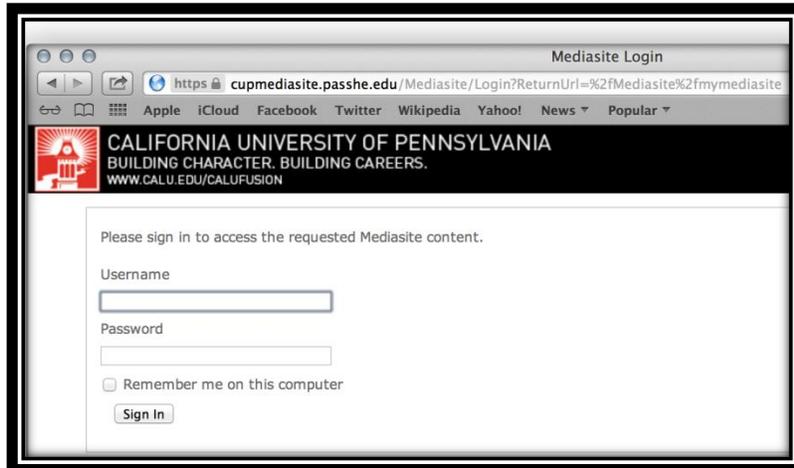


myMediasite Windows Quick Start Guide

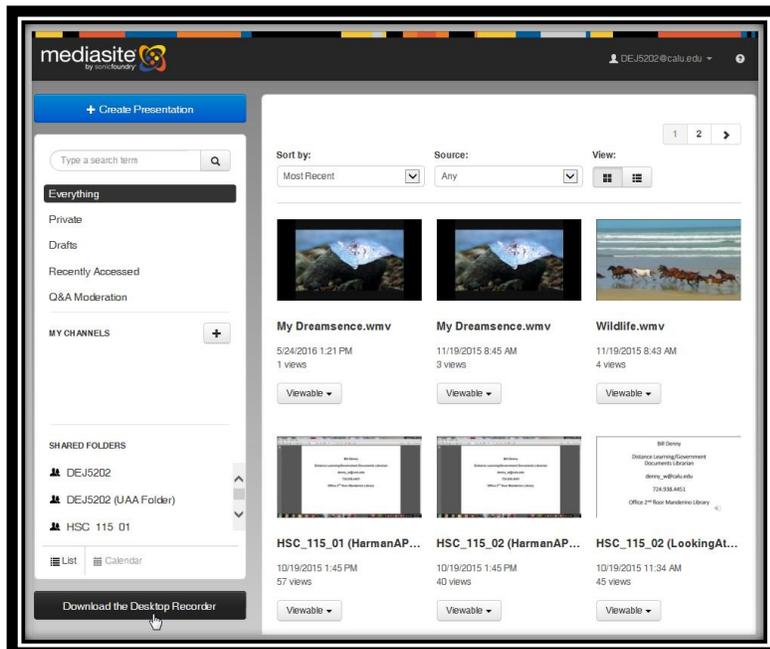
Step 1: Type <https://cupmediasite.passhe.edu/Mediasite/mymediasite> in the address bar and hit enter.

You will see the following screen:



Step 2: On this screen, enter your Cal U username and password. Your username will be you Cal U email address minus the “@calu.edu” and your password will be the same password you use to access your email. Ex: ABC1234. **Note:** If this is your first time logging on, you will be prompted to create a user profile by entering in the required information.

Upon successful login you will see the following page:



Step 3: Click “**Download Desktop Recorder**” button in the lower left hand portion of the screen.

Step 4: Follow these three easy steps to download and install the Mediasite Desktop Recorder software.

Note: You must have Administrative privileges on your computer system to install this software.

The image shows a three-step guide for downloading and installing the Mediasite Desktop Recorder software. The steps are:

- Step 1: Download Mediasite Desktop Recorder**
Minimum System Requirements:
Mac OS X 10.8, 10.9 or 10.10
Windows 7, Windows 8 or 8.1 (running in Desktop mode)
2.4GHz Core2 Duo CPU or equivalent
4 GB RAM
At least 1 GB of free disk space
Built-in or external camera and microphone
A blue button labeled "Download Desktop Recorder for Windows" is visible. Below it, a link says "Not your operating system? Download for Mac."
- Step 2: Install Mediasite Desktop Recorder**
Run the installer after it has finished downloading and follow the directions.
An image of the "Mediasite Desktop Recorder - Installation Wizard" window is shown, with a "Next >" button highlighted.
- Step 3: Register your Mediasite Desktop Recorder with Mediasite Server**
Use the button below after you have installed the Desktop Recorder to register it with your Mediasite Server.
A button labeled "Register Mediasite Desktop Recorder" is shown.

Step 5: To successfully implement desktop recorder, the three steps of download, install, and register must be completed. This window will walk you through the process.

Step 6: First, click the blue **"Download Desktop Recorder for Windows"** button. Terms and Conditions window will then appear, click **"I agree"**.

The image shows a "Terms and Conditions" window titled "Mediasite Desktop Recorder Terms and Conditions". It contains the following text:

By clicking **I agree** below, you acknowledge and agree that:

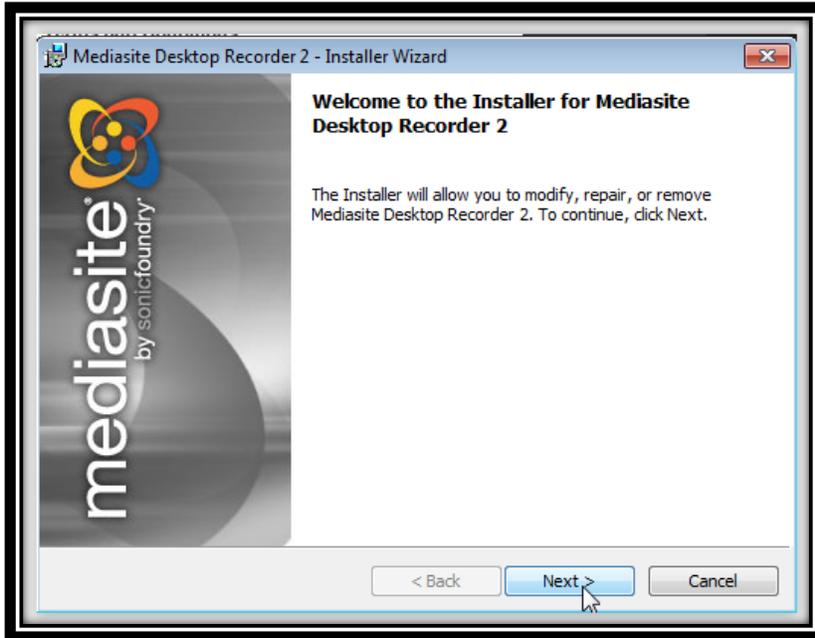
1. This Software is, at all times, subject to the terms, conditions and restrictions set forth in the Mediasite Enterprise Video Platform Software License Terms & Conditions ("License").
2. All use of the Software shall comply with all terms of the License including, without limitation, the obligation to immediately erase all remnants of this Software from your computer and any other equipment or hardware upon termination or expiration of the License.
3. SONIC FOUNDRY, INC. MAKES NO EXPRESS OR IMPLIED WARRANTIES WHATSOEVER WITH RESPECT TO THIS SOFTWARE (INCLUDING, WITHOUT LIMITATION, NO WARRANTIES OF FITNESS, MERCHANTABILITY, NON-INFRINGEMENT OR OTHERWISE). FURTHER, SONIC FOUNDRY, INC. SHALL NOT BE LIABLE TO YOU OR ANY THIRD PARTY FOR DAMAGES OF ANY KIND, INCLUDING, WITHOUT LIMITATION, COMPENSATORY, SPECIAL, INCIDENTAL, PUNITIVE OR EXEMPLARY DAMAGES, LOST PROFITS, LOSS OF REVENUE, AND/OR CONSEQUENTIAL DAMAGES, THAT MAY ARISE OUT OF YOUR ACCESS TO OR USE OF THIS SOFTWARE, OR INABILITY TO ACCESS OR USE THIS SOFTWARE.

At the bottom of the window are "I Agree" and "Cancel" buttons.

Step 7: Click **"Run"**, once the file has finished downloading the installation process will begin.

The image shows a Windows security warning dialog box. The text reads: "Do you want to run or save **Mediasite Desktop Recorder 2 Setup.exe** (42.8 MB) from **cupmediasite.pashe.edu**?" Below this, there is a warning icon and the text: "This type of file could harm your computer." At the bottom right, there are three buttons: "Run", "Save", and "Cancel". A mouse cursor is pointing at the "Run" button.

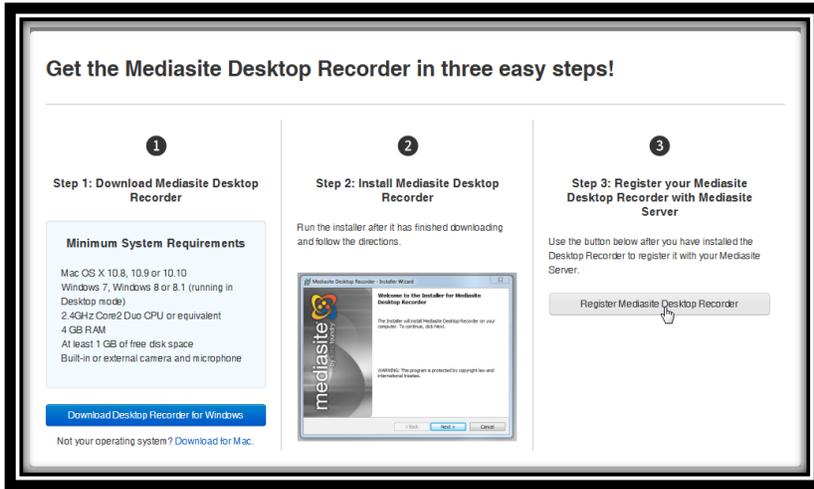
Step 8: Click **“Next”** to begin the installation process.



Step 9: Leave both checkboxes unchecked and click **“Finish”**. You have now successfully completed two of the necessary three steps. The final step is registering the mediasite recorder with server.



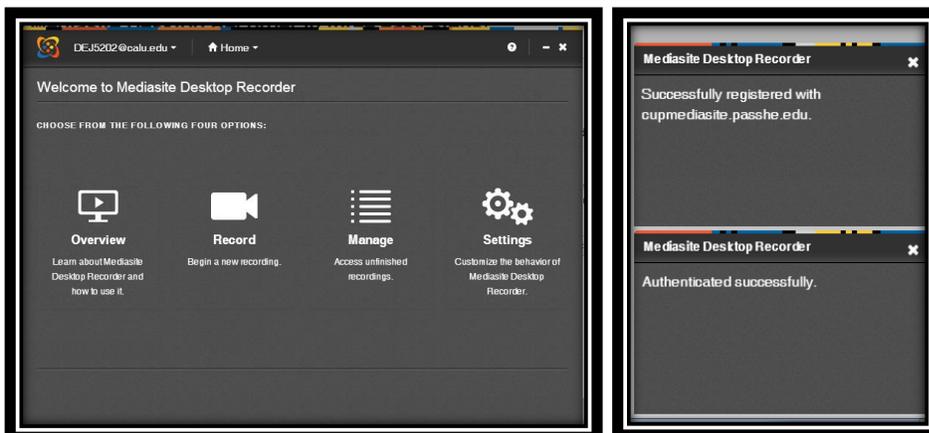
Step 10: Navigate back to the following screen and click the **“Register Mediasite Desktop Recorder”** option.



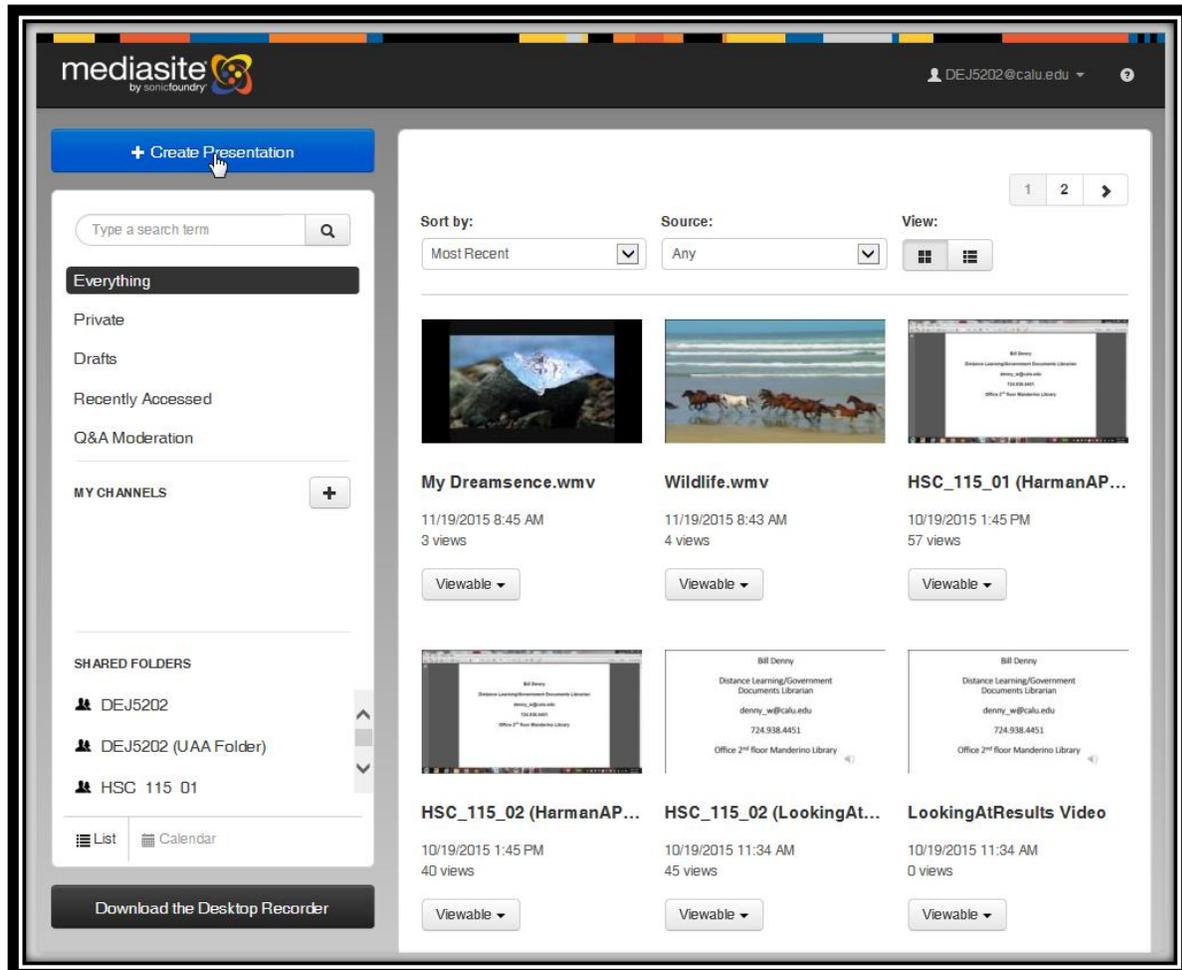
Note: Depending on your Windows operating system and your preferred web browser the following prompts may appear on your screen during the registration process.



Once successful you will see the following screen with the following two brief pop ups confirming the process was successful:



Step 10: You are now ready to begin recording! From the main myMediasite portal screen, select the **“Create Presentation”** button located in the upper left hand portion of the screen.



The screenshot displays the myMediasite portal interface. At the top left, the logo reads "mediasite by sonicfoundry". The user's email address, "DEJ5202@calu.edu", is shown in the top right. A prominent blue button labeled "+ Create Presentation" is located in the upper left. Below it is a search bar with the placeholder text "Type a search term". A sidebar on the left contains navigation options: "Everything", "Private", "Drafts", "Recently Accessed", "Q&A Moderation", "MY CHANNELS" (with a plus icon), and "SHARED FOLDERS" (listing "DEJ5202", "DEJ5202 (UAA Folder)", and "HSC 115 01"). At the bottom of the sidebar is a "Download the Desktop Recorder" button. The main content area features a grid of video presentations. At the top of this area are filters for "Sort by:" (Most Recent), "Source:" (Any), and "View:" (grid view). The grid contains six items:

Title	Thumbnail	Date/Time	Views	Availability
My Dreamsence.wmv	Mountain landscape	11/19/2015 8:45 AM	3 views	Viewable
Wildlife.wmv	Horses running	11/19/2015 8:43 AM	4 views	Viewable
HSC_115_01 (HarmanAP...)	Document page	10/19/2015 1:45 PM	57 views	Viewable
HSC_115_02 (HarmanAP...)	Document page	10/19/2015 1:45 PM	40 views	Viewable
HSC_115_02 (LookingAt...)	Document page	10/19/2015 11:34 AM	45 views	Viewable
LookingAtResults Video	Document page	10/19/2015 11:34 AM	0 views	Viewable

[Video resource link](#)