MyMediasite MAC Quick Start Guide

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

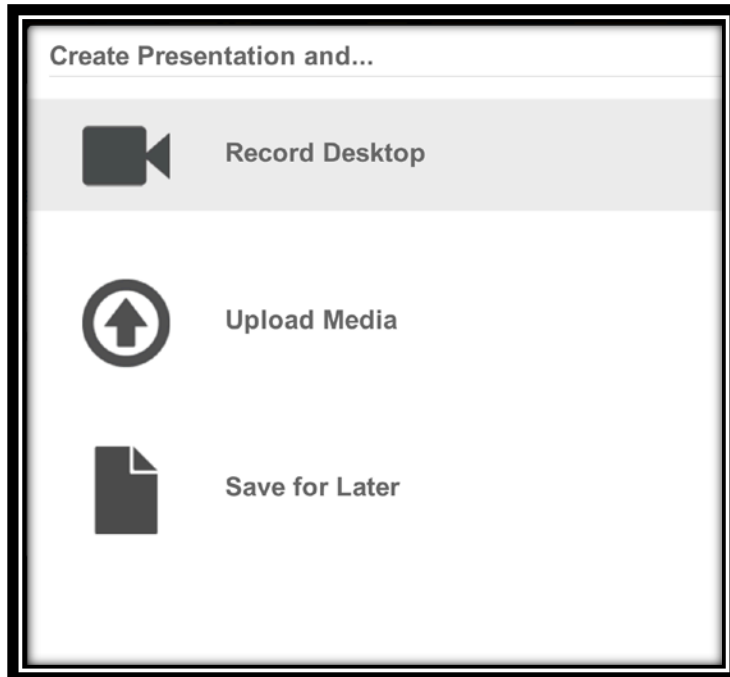You will see the following screen:
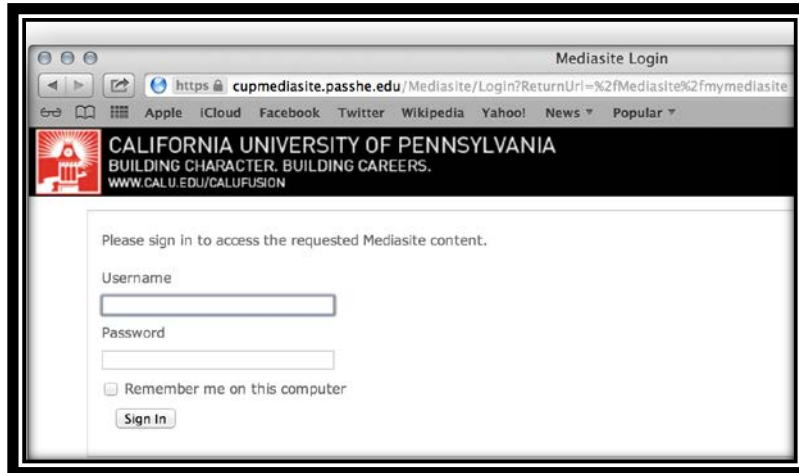
Step 2: On this screen, enter your Cal U username and password. Your username will be you Cal U email address minus the "@calu.edu" and your password will be the same password you use to access your email. Ex: ABC1234. *Note: If this is your first time logging on, you will be prompted to create a user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

Upon successful login you will see the following page:
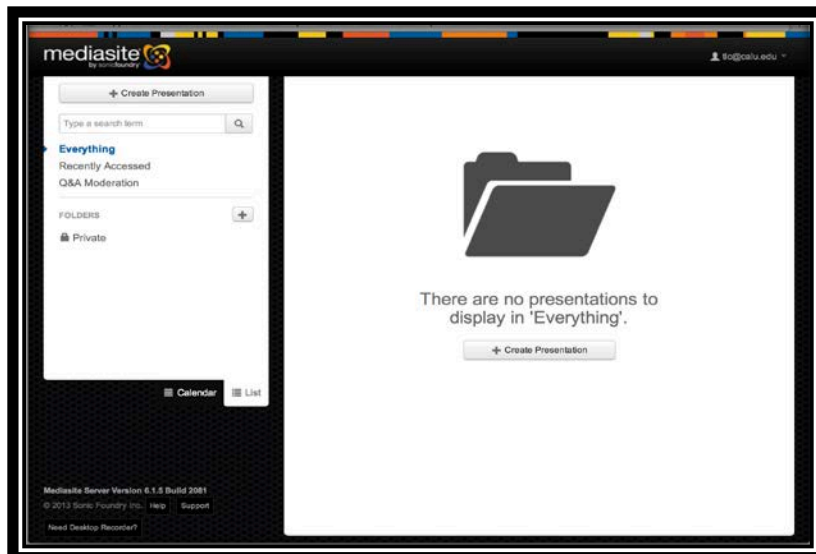
Step 3: Click "Create Presentation" button in the middle of the screen. This button also appears in the upper left corner of the screen as well.

Step 4: Click **"Record Desktop"** on the following screen.
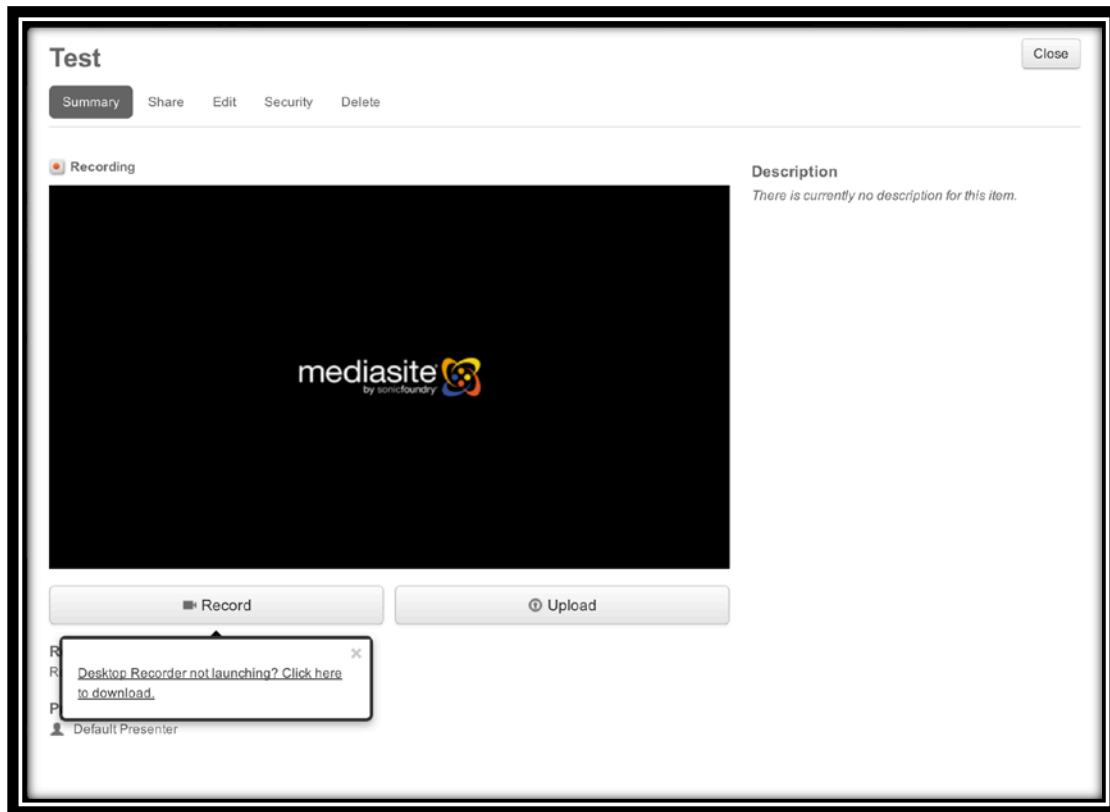

You will then come to the following screen:

Step 5: Enter the name of your video in the name textbox and a short description in the description text. The fields are optional but it is strongly recommended to, at minimum, give your video a name. Click the **"Launch Desktop Recorder"** button when done.

You will then see the following screen:

Step 6: Notice the prompt at the lower left corner of the screen that says **"Desktop Recorder not launching? Click here to download."** Click this prompt to download and install the desktop recorder.

The following window will now appear:

Get the Mediasite Desktop Recorder in three easy steps!

①

Step 1: Download Mediasite Desktop Recorder

Minimum System Requirements

Mac OS X 10.7, 10.8, or Windows 7, Windows 8 (running in Desktop mode)

2.4GHz Core2 Duo CPU or equivalent

4 GB RAM

At least 1 GB free disk space

Built-in or external camera and microphone

Download Desktop Recorder for Mac

Not your operating system? Download for Windows.

②

Step 2: Install Mediasite Desktop Recorder

Open the DMG file after it has finished downloading and drag the Mediasite Desktop Recorder application into your Applications directory.

③

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. You may be prompted to choose an application after clicking the register button. Please select "Mediasite Desktop Recorder" from your list of applications.

Register Mediasite Desktop Recorder

Step 7: To successfully implement desktop recorder, the 3 steps of download, install, and register must be completed. This window will walk you through the process.

First, click the blue **"Download Desktop Recorder for Mac"** button. Terms of service window will then appear, click **"I agree".**

You have now successfully completed 2 of the necessary 3 steps. The final step is registering the mediasite recorder with server.

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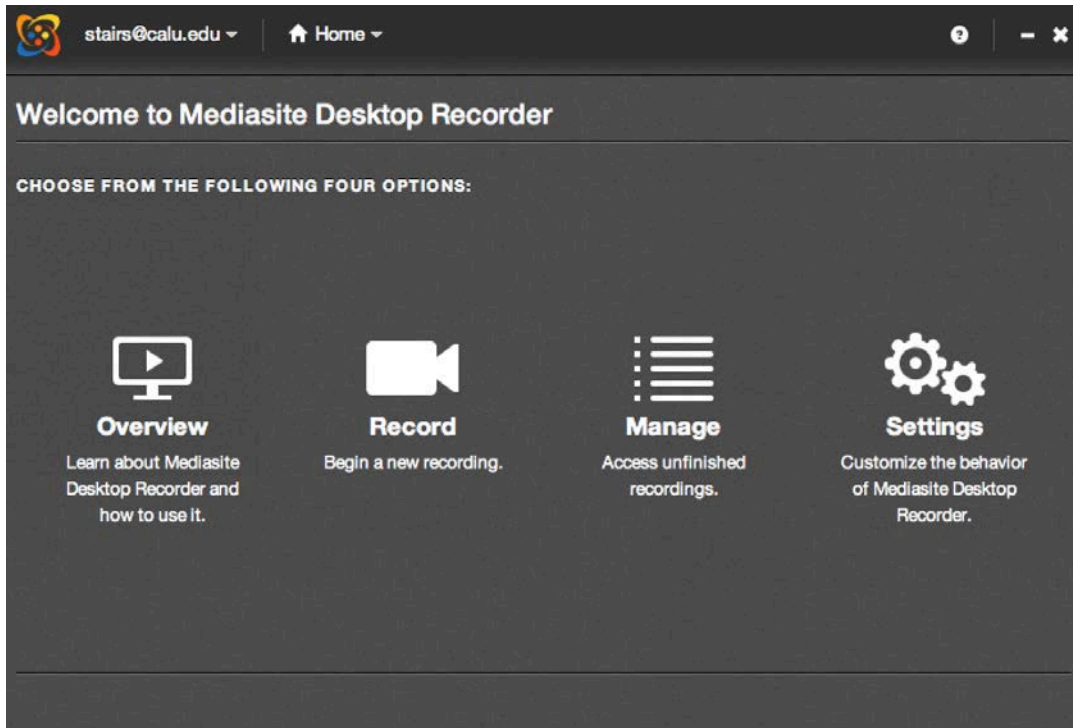
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Register Mediasite Desktop Recorder

Step 8: Navigate back to the above screen and click the grey **"Register Mediasite Desktop Recorder":**

Once successful you will see the following screen:

stairs@calu.edu ▾   🏠 Home ▾   ❷   — ✖

Welcome to Mediasite Desktop Recorder

CHOOSE FROM THE FOLLOWING FOUR OPTIONS:

Overview
Learn about Mediasite Desktop Recorder and how to use it.

Record
Begin a new recording.

Manage
Access unfinished recordings.

Settings
Customize the behavior of Mediasite Desktop Recorder.

Step 9: Click **"Sign in"** at the upper left of the screen. Enter the username and password from the beginning of the tutorial and check the **"Automatically sign in when application starts"** check box.

You will then see the Welcome screen again with a green message at the bottom left stating **"Authentication successful".**

You are now ready to begin recording!

To begin, click **"Record"** and choose the type of recording you wish to do.

Video resource link: http://cupmediasite.passhe.edu/Mediasite/Play/ea1599e46cb84e0a82d5077b4706d4ad1d?catalog=c8be6a77-8a01-424f-8810-c48b44462750