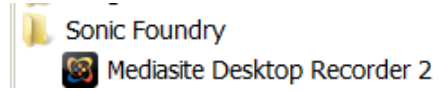
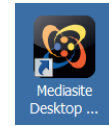




This procedure shows you how to setup the easy-to-use *MyMediasite Desktop Recorder* on your computer so that, with its camera/webcam, you can create videos for your lectures and assignments. When setup is complete, it will appear on your desktop and Start Menu (as any other program).

Welcome to Mediasite Desktop Recorder

CHOOSE FROM THE FOLLOWING FOUR OPTIONS:



1. Login to [Mediasite](https://mediaex.ivc.edu/ms/Login) <https://mediaex.ivc.edu/ms/Login> to setup your profile and activate your account. Your username and password are the same as for your network login (e.g., *Blackboard*, *MySite*, etc.)

(If you have previously logged into MediaSite, proceed to step 5 to immediately login to the Mediasite Desktop Recorder setup)

Please sign in to access the requested Mediasite content.

Username  
username@ivc.edu

Password  
(same as for your network login)

Remember me on this computer

Sign In

2. In the *Name* field, enter your first and last name; also verify your email address and timezone. Then click on **Continue**:

## Welcome to Mediasite!

Please complete your user profile and click "Continue" when done.

Name Susan Stern

Email Address sstern@ivc.edu

Local Time Zone (UTC-08:00) Pacific Time (US & Ca) ▼

Continue

3. A confirmation message will appear instructing you to check your email. (Do not click on **Continue to Mediasiteb** – switch to the IVC email login page.

A confirmation email will be sent to the email address associated with your account shortly. Follow that link at any time to complete your Mediasite profile.

Continue to Mediasite

4. Login to your IVC email and open the message from Mediasite – then click on the link to activate your account:

(After activation in Mediasite, close the window and proceed to step 5)

## Mediasite account activation request

user@localhost

To:

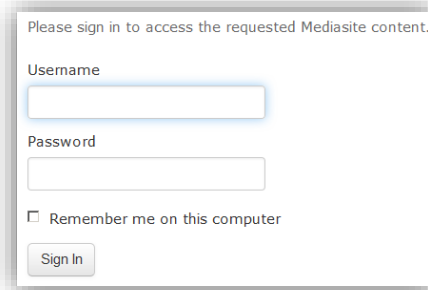


Tf

Click the link below to activate your account:  
<http://mediaex.ivc.edu/ms/Manage?Token=801cbab21c55477c92552e3ca40da56d>



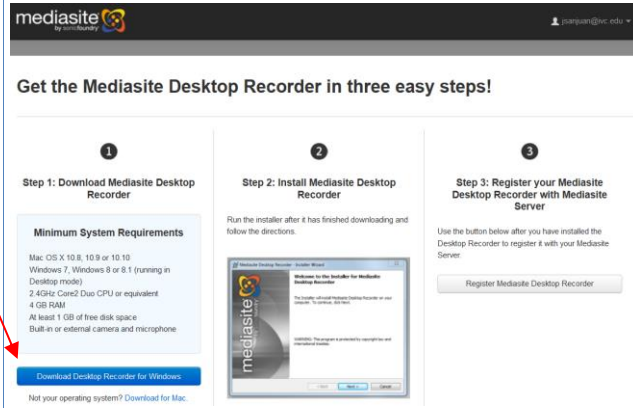
5. Login to the [Mediasite Desktop Recorder Setup](http://mediaex.ivc.edu/ms/desktoprecorder) (<http://mediaex.ivc.edu/ms/desktoprecorder>) using own username and password (same as for *Blackboard*):



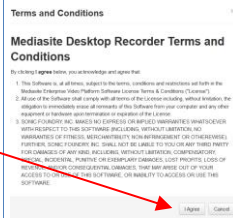
6. You will then see the window to get the Mediasite Desktop Recorder. Click on the button to download/run the desktop recorder:

Download Desktop Recorder for Windows

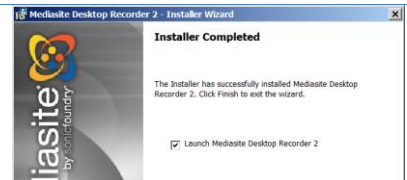
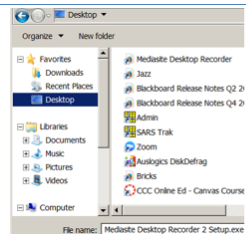
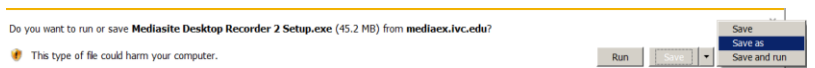
Not your operating system? [Download for Mac.](#)



7. In the *Terms and Conditions* window, click on **I Agree**:



8. At the prompt, run/save the file to proceed with the installation.



9. When complete, follow the prompts to register your installation of *Mediasite Desktop Recorder*:

Register Mediasite Desktop Recorder

