

Technical Help for Uploading Video and Audio to MediaSpace

1. Go to [MediaSpace](#) and sign in using your StarID and password.

Sign on with your StarID

Sign onto Kaltura MediaSpace

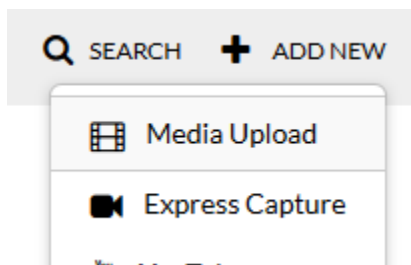
StarID

Password

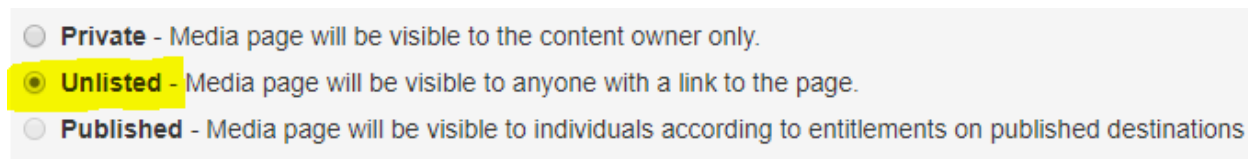
Sign on

[Reset password](#)

2. Click on the **Add New** tab and choose **Media Upload**.



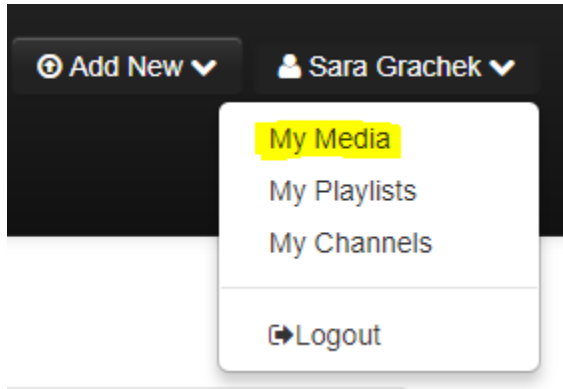
3. Click **Choose a file to upload**, locate your presentation file, and click **Open**, or drag and drop a video file in the indicated area. Your video will be uploaded.
4. In the **Name (Required)** field, title your presentation using your “full name-Presentation.”
5. You do not need to fill in the Description, Tags, or Co-Editors/Co-Publishers fields.
6. Make sure that the radio button next to “**Unlisted**” is selected (not Private or Published). **Do not** change this setting.

A screenshot of the visibility settings section. It contains three radio button options. The first option is 'Private - Media page will be visible to the content owner only.' The second option is 'Unlisted - Media page will be visible to anyone with a link to the page.' This option is selected, indicated by a filled radio button and a yellow highlight. The third option is 'Published - Media page will be visible to individuals according to entitlements on published destinations'.

7. Click **Save**. At the top of the page, you should see a notification that your changes have been saved.

Your changes have been saved.

8. Your presentation is now uploaded and saved in your MediaSpace account. To verify, click on the drop down arrow next to your name and select **"My Media."**



9. You should see your video with the word "UNLISTED."

