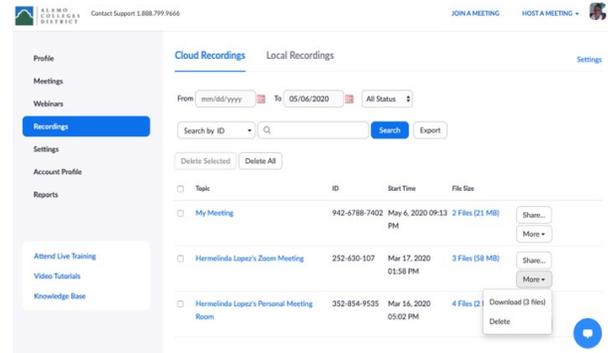




It is possible to upload your videos created using zoom into Mediasite. First, you will need to download the video from your Zoom account and then upload the video to Mediasite for streaming purposes.

## STEP 1: Download Zoom recording to the local hard drive.

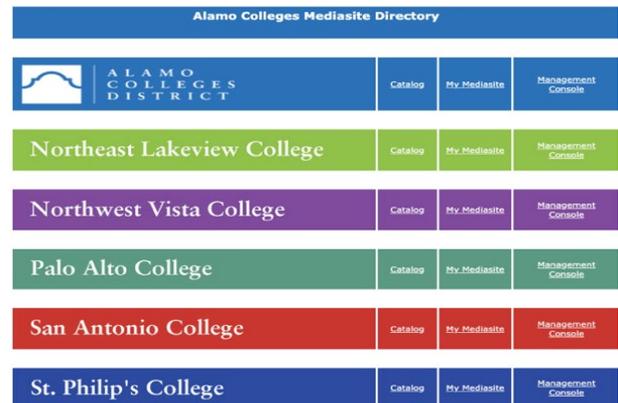
1. Log into your <https://alamo.zoom.us/>
2. Go to the zoom recording you want to download
3. Click on the "More" button to view the drop- down menu
4. Select "Download Files"



## STEP 2: Logging into Mediasite.

1. Log into <http://sacms.alamo.edu/>.
2. Select **My Mediasite** under San Antonio College.
3. Enter the **San Antonio College Network account and password** to log in to My Mediasite.

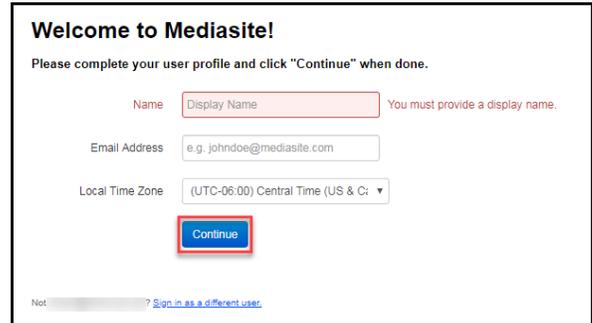
(Please contact the San Antonio helpdesk at: [sac-helpdesk@alamo.edu](mailto:sac-helpdesk@alamo.edu) or 210-486-0777



If this is the first time that you have accessed My Mediasite then go to "Step 3" to create your profile. If you have previously accessed My Mediasite skip to "Step 4"

## STEP 3: Creating Mediasite Profile (First Time Login only).

1. Complete your profile by entering your name, email address, and confirm your time zone is correct. Click the Continue button.



**Welcome to Mediasite!**  
Please complete your user profile and click "Continue" when done.

Name  You must provide a display name.

Email Address

Local Time Zone

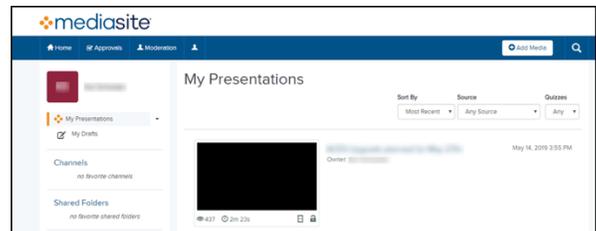
Not  ? [Sign in as a different user.](#)

2. An email confirmation will be sent to your email box. Click the Continue to Mediasite button.

**(you might need to check the spam/junk/clutter folders)**



3. After clicking the Continue to Mediasite button, you are taken to your My Mediasite dashboard.



## STEP 4: How to Upload Zoom recording to Mediasite.

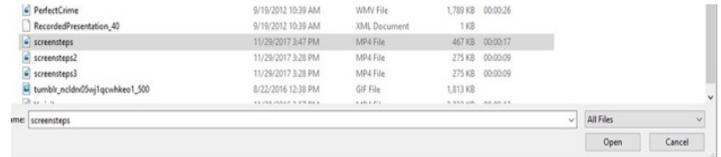
1. Click on +Add Media



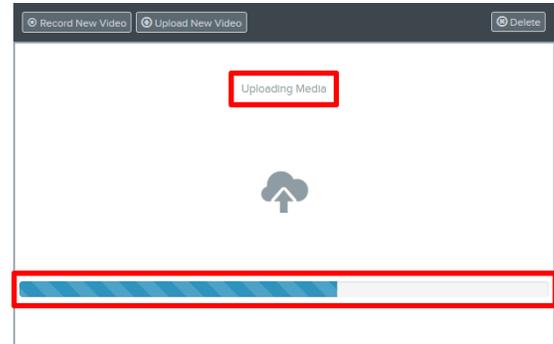
2. Click on I want to upload a file from my computer to browse files.



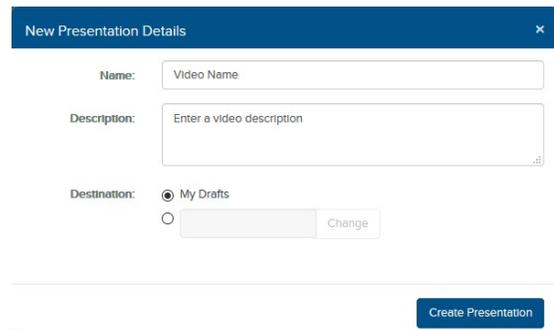
3. Select the MP4 video that you want to upload and click Open.



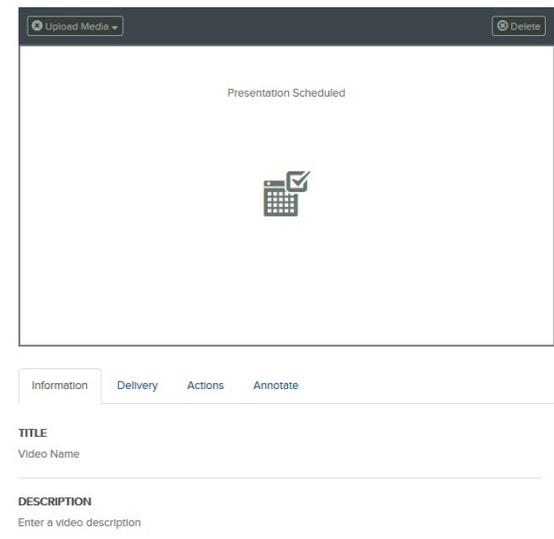
4. Your computer will begin to upload the video file to the Mediasite server for further processing. Do not navigate away from the page while the video is uploading, as doing so will abort the upload.



5. Enter the Name, a detailed description, and destination for the video and click **Create Presentation**.



6. Until the video has finished processing, a Presentation Scheduled image will show.



**Congratulations! You're done!**

You have just successfully completed uploading the video to mediasite. If you need further assistance, call the SAC Helpdesk at 210-486-0777 or email [sac-helpdesk@alamo.edu](mailto:sac-helpdesk@alamo.edu).