How To Make Your Presentation Publicly Viewable

By default, viewing Mediasite presentations requires a valid eCampus ID and password. If you intend to distribute your Mediasite presentation to individuals who do not have an eCampus ID, or if you intend to place the presentation on a public-facing website, you will need to adjust the security permissions so viewers will not be prompted to provide an eCampus ID and password. The instructions below describe how to modify a presentation’s security permissions to make the presentation viewable to everyone.

1. From the list of presentations in your MyMediasite portal, click on the title of the presentation you wish to make viewable to everyone. A summary of the presentation will appear.

2. Click on the "Edit Security" button.

3. Deselect the box that says "Inherit permissions from parent folder"

4. Click in the field "Add people or groups," type in and select the special group called "Everyone" and make sure the option to the right says "Viewer". When typing "Everyone" you will see the group appear and you can click on it to add.
5. "Everyone" will be added automatically in the list.

6. Click the "Save" button at the top-right.

Once the "Everyone" group has been assigned the "Viewer" role, individuals with whom you share the Mediasite presentation will not be required to provide an ID or password to watch it.

Please Note: In addition to modifying the security permissions above, you must also set the permission status to viewable before others will be able to watch it. A presentation set to Private will only be viewable to the presentation's owner; others will receive an error saying the presentation is unavailable.