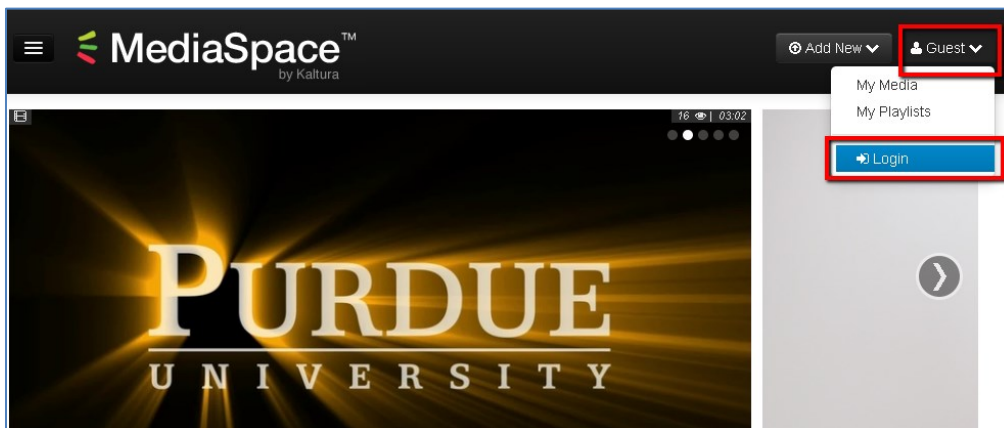


# Sharing a WebEx Recording from MediaSpace

## Sharing a WebEx Recording from MediaSpace

### □ Log in to Mediaspace

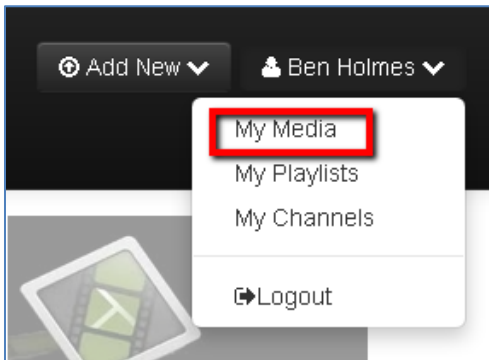
1. **Browse** to <http://mediaspace.itap.purdue.edu>
2. **Click** the **Guest** menu in the upper right, and **select** **Login**:



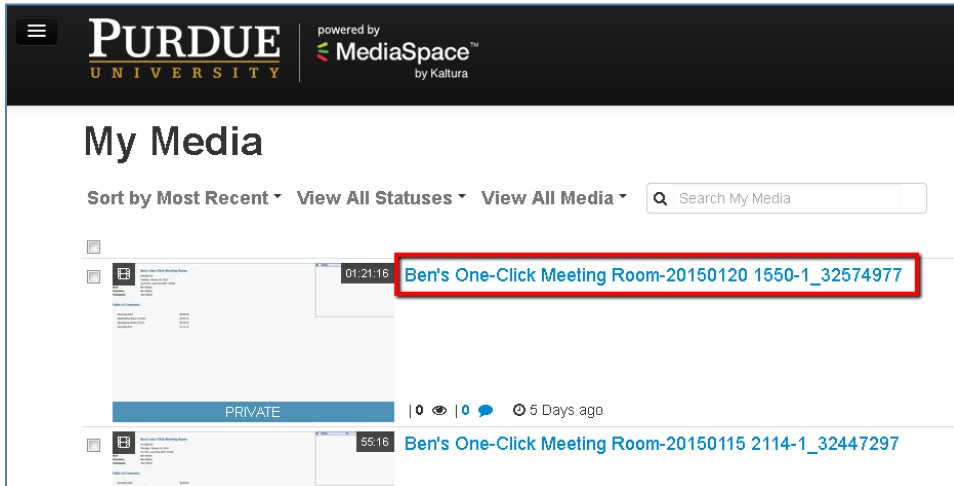
3. **Log in** with your career account login and password:



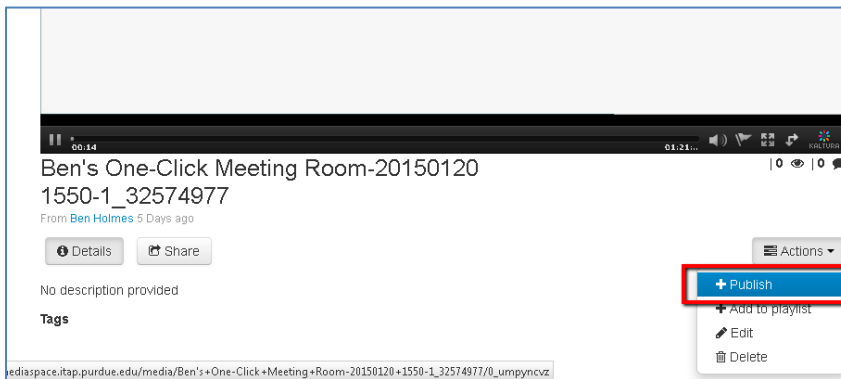
4. The Guest menu has changed to instead display your name. **Click** on your name, then **select My Media**:



5. When the **My Media** screen loads, you will see all of your Kaltura videos, whether you uploaded them via Mediaspace, recorded them in WebEx, or uploaded them in Blackboard. **Click** on the title of the video you would like to share:



6. **Click** the **Actions** menu, and **select Publish**:



7. Three options will be revealed:

You can publish the media to multiple categories and channels. ×

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to individuals according to entitlements on published destinations

- (1) **Private:** you, and only you, will be able to view the recording. Recordings are “Private” by default.
- (2) **Unlisted:** the recording will be available to anyone who has its URL address, but won’t be listed on the public Mediaspace page.
- (3) **Published:** the recording will be published in a “Channel.” Channel viewing can be restricted to a defined list of individuals.

This guide assumes you will choose “Unlisted” in order to share your recording, without requiring those you share it with to log in. If you would like to instead restrict viewing to a defined list of Purdue individuals, please contact [itap@purdue.edu](mailto:itap@purdue.edu) to request a Mediaspace Channel.

8. **Select Unlisted:**

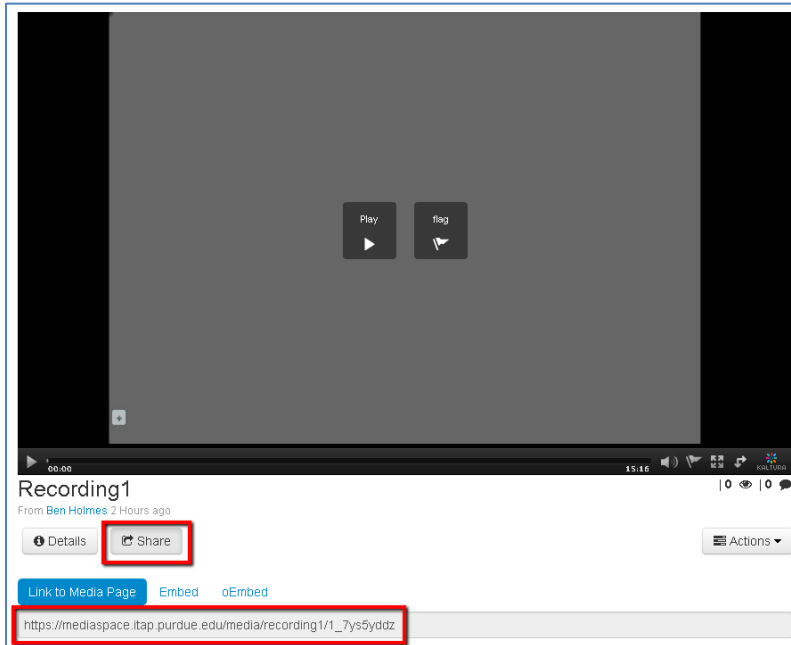
**Private** - Media page will be visible to the content owner only.

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9. **Click Save.**

10. Your recording may still be processing when you first view the media page. This is okay: it will complete momentarily. Below the video, **click Share**, and **copy** the **Link to Media Page**. Because you chose “Unlisted” above, this link doesn’t require logging in. You can distribute it to anyone via email, post it on a web page, etc:



**Note:** Recordings you upload to Mediaspace are also available to you in your Blackboard My Media list.