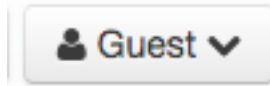


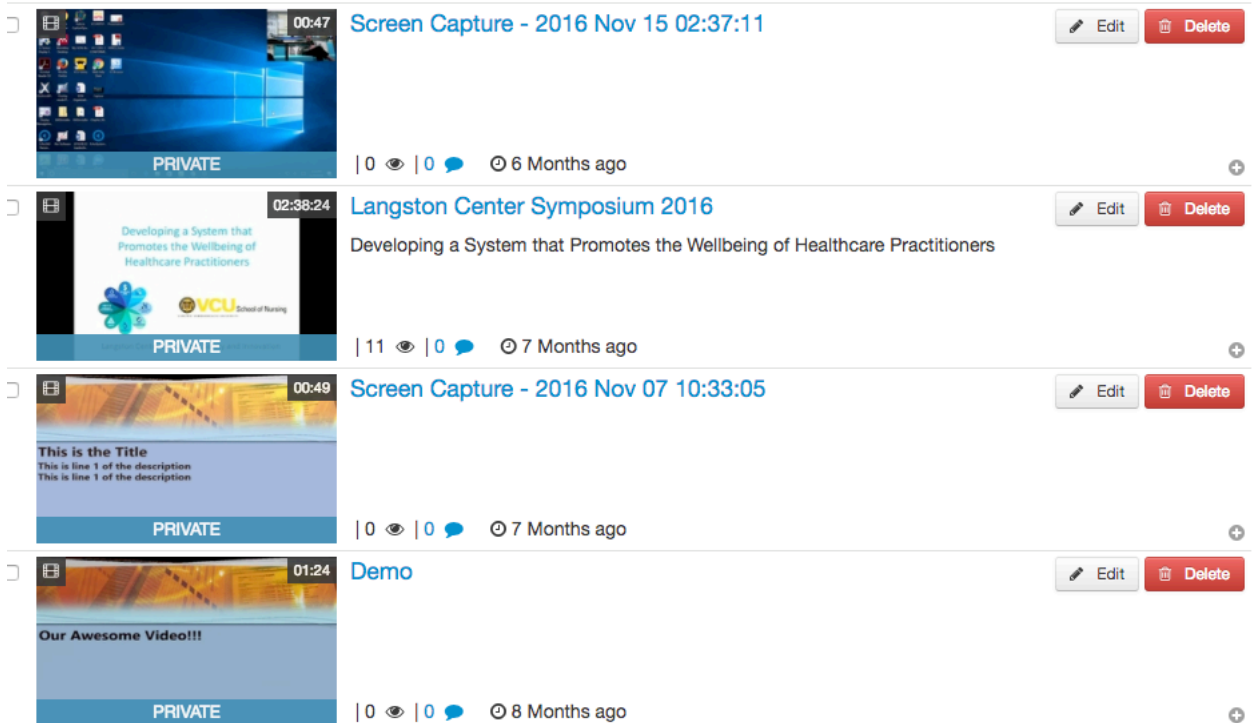
Making a Kaltura Video Available to Anyone via Email

1. Log in to the Kaltura video server by going to <http://go.vcu.edu/kaltura> and selecting Login
2. In the upper right corner, click the dropdown arrow next to Guest



and select Login

3. The word Guest should change to your name if you are already authenticated via email. If you are not, you will be redirected to the VCU Login page.
4. Click the dropdown arrow next to your name and select My Media.
5. This will bring you to your Kaltura My Media page where all of your videos will be listed.

A screenshot of the Kaltura My Media page. It displays a list of four videos, each with a thumbnail, title, duration, privacy status, view/comment counts, and upload date. Each video entry has 'Edit' and 'Delete' buttons to its right.

- Video 1: Thumbnail shows a Windows desktop. Title: "Screen Capture - 2016 Nov 15 02:37:11". Duration: 00:47. Privacy: PRIVATE. Views: 0, Comments: 0. Uploaded: 6 Months ago.
- Video 2: Thumbnail shows a presentation slide. Title: "Langston Center Symposium 2016". Duration: 02:38:24. Privacy: PRIVATE. Description: "Developing a System that Promotes the Wellbeing of Healthcare Practitioners". Views: 11, Comments: 0. Uploaded: 7 Months ago.
- Video 3: Thumbnail shows a presentation slide. Title: "Screen Capture - 2016 Nov 07 10:33:05". Duration: 00:49. Privacy: PRIVATE. Description: "This is the Title. This is line 1 of the description. This is line 1 of the description". Views: 0, Comments: 0. Uploaded: 7 Months ago.
- Video 4: Thumbnail shows a presentation slide. Title: "Demo". Duration: 01:24. Privacy: PRIVATE. Description: "Our Awesome Video!!!". Views: 0, Comments: 0. Uploaded: 8 Months ago.

- 6.
7. Find the video you want to send to others and click on the thumbnail image of the video.
8. Once you are to the main page for the video, you will need to Publish the video so that it can be viewed by others.



Test

0 | 0

From [Suzanne McGinnis](#) 4 Months ago

[Details](#)

[Share](#)

[Actions](#) ▾




No description provided


Tags

- 9.
10. Click the Actions button on the right side and click Publish

Complete all the required fields and save the entry before you can select to publish it to categories or channels. [Edit](#)

- 11.
12. Click the Edit button to fill out any additional information related to the video. Tags are required in order to publish
13. Once you add a tag, you can easily download the video or edit the video using the tabs at the top. When you are ready, click the Go To Media link.
14. You can now click Actions > Publish.


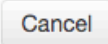
 Details  Share  Actions ▾

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

 Save  Cancel

- 15.
16. Click Unlisted if you wish to make the video available to anyone who has the link.
17. After setting the video to Unlisted or Published, click the Share button.
18. Copy the link and send the link via email.