

# Upload video file

You can create a video-only on-demand presentation by uploading a media file to Mediasite.

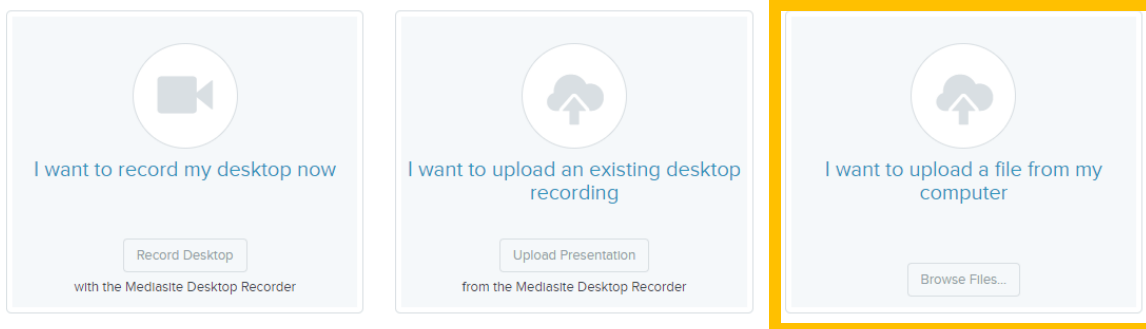
Add Media

Create Blank Presentation

What would you like to add?

First Time? You'll need to [download the Mediasite Desktop Recorder](#). It'll only take a minute!

Already downloaded the Mediasite Desktop Recorder, but not registered? [Click Here](#).



## To create a new presentation by uploading a media file:

1. Click **Add Media**, and select I want to upload a file from my computer
2. Click **Browse Files**. When the **File Upload** dialog appears, select the media file you want. Once the file successfully uploads, you will see the **New Presentation Details** window.
3. Enter a name and description for your presentation.
4. In the **Destination** area, choose where you want your presentation to be stored.

- Store presentation in draft location: My Draft** is the default destination for your presentations. Content in your draft location is only visible to you. Until you are ready to share your presentation with others or publish it, we recommend keeping it here, or if applicable

- Choose a new location:** Click **Change** to specify a new destination for your presentation. In the **Destination Search** dialog, select **User channel** or **Shared Folder** from the **Destination Type** drop-down list. Enter the name of channel or folder and click **Search**. Select the location you want.

5. Click **Create** to create the new presentation in the specified location. All presentations are private until you set them to visible.

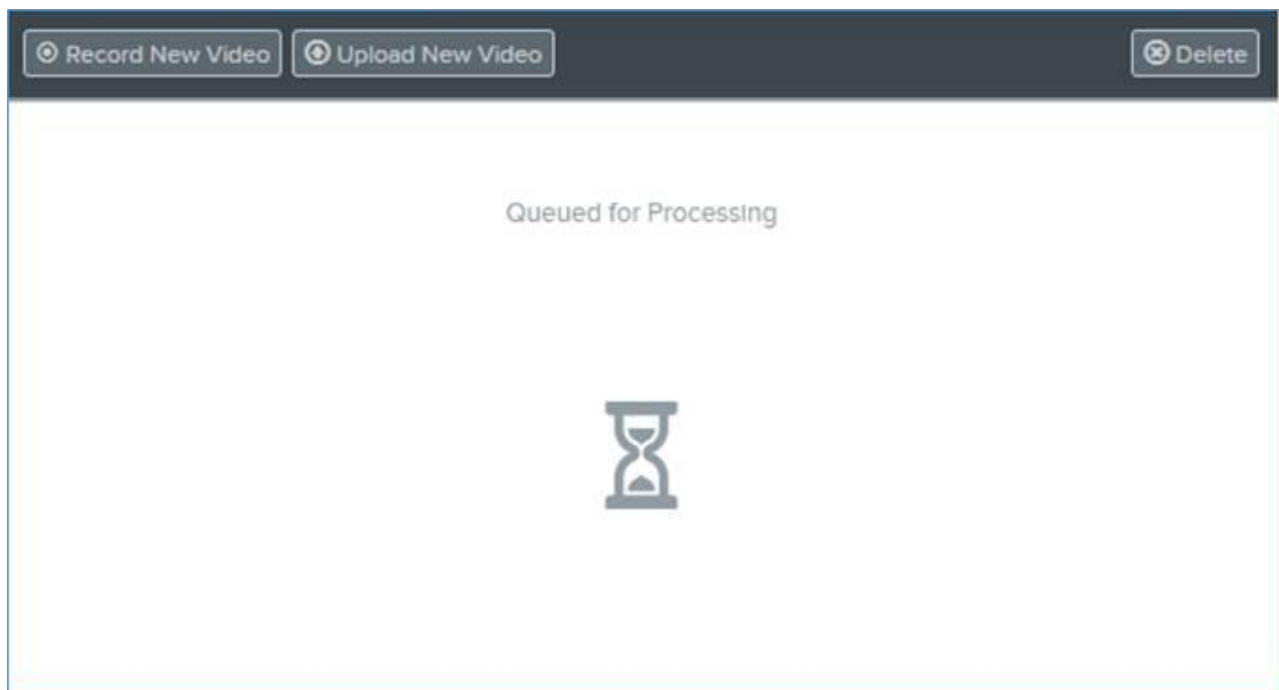
New Presentation Details

Name:

Description:

Destination:  My Drafts  
 My Cool Channel

6. Once the file uploads, you will see an indicator that the upload is working or queued for processing.



7. Once the media upload is processed, the presentation's status updates. Mediasite automatically sets the presentation's status to **Private** which means only you can view it.

8. Update, share, and publish your recorded presentation as needed to make it available to your audience.

Alternatively, you can go to a presentation's summary page and click **Upload New Video** to start the process. You may have to refresh the browser window to see the presentation's status update.

You can upload a variety of media file formats to My Mediasite. For a complete listing of the media file formats supported, contact your Mediasite administrator.

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