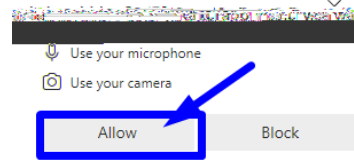
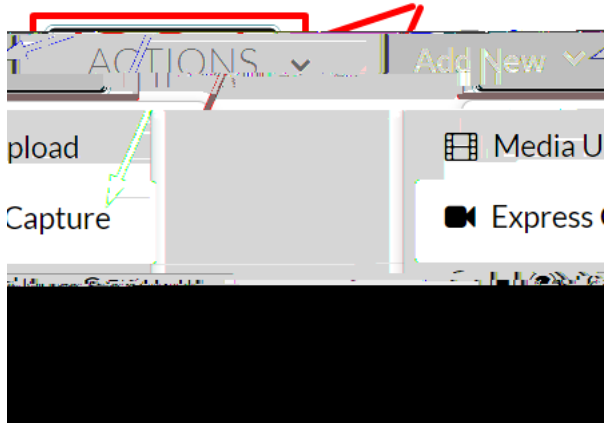


# MyMedia: How to Add

2] **Add New** > **Express Capture**

Click "**Allow**" if it asks for **Mic & Camera**

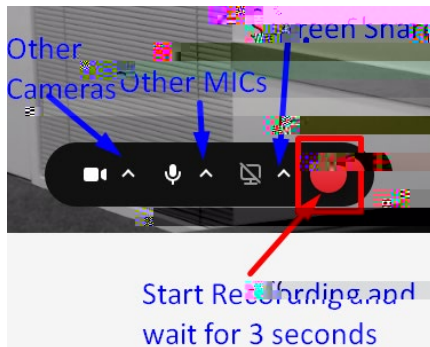


3] **Start** recording (red button) and **wait for 3 seconds** before start talking.

Other cameras and mics can be selected, if any.

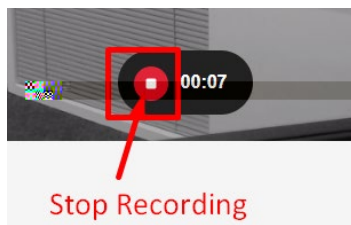
"Screen Share" for showing your app (e.g., PowerPoint) or screen **simultaneously**.

**30 minutes** is the **maximum** recording time for Express Capture.



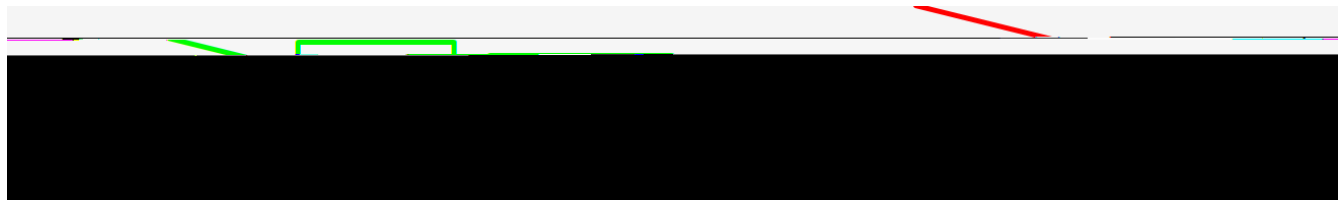
4] **Stop** recording (red button) when you are done.

**30 minutes** is the **maximum** recording time for Express Capture.



5] **Play** the video first.

If the recording is okay > click **Use This**. If it is not okay, click **Record Again**.

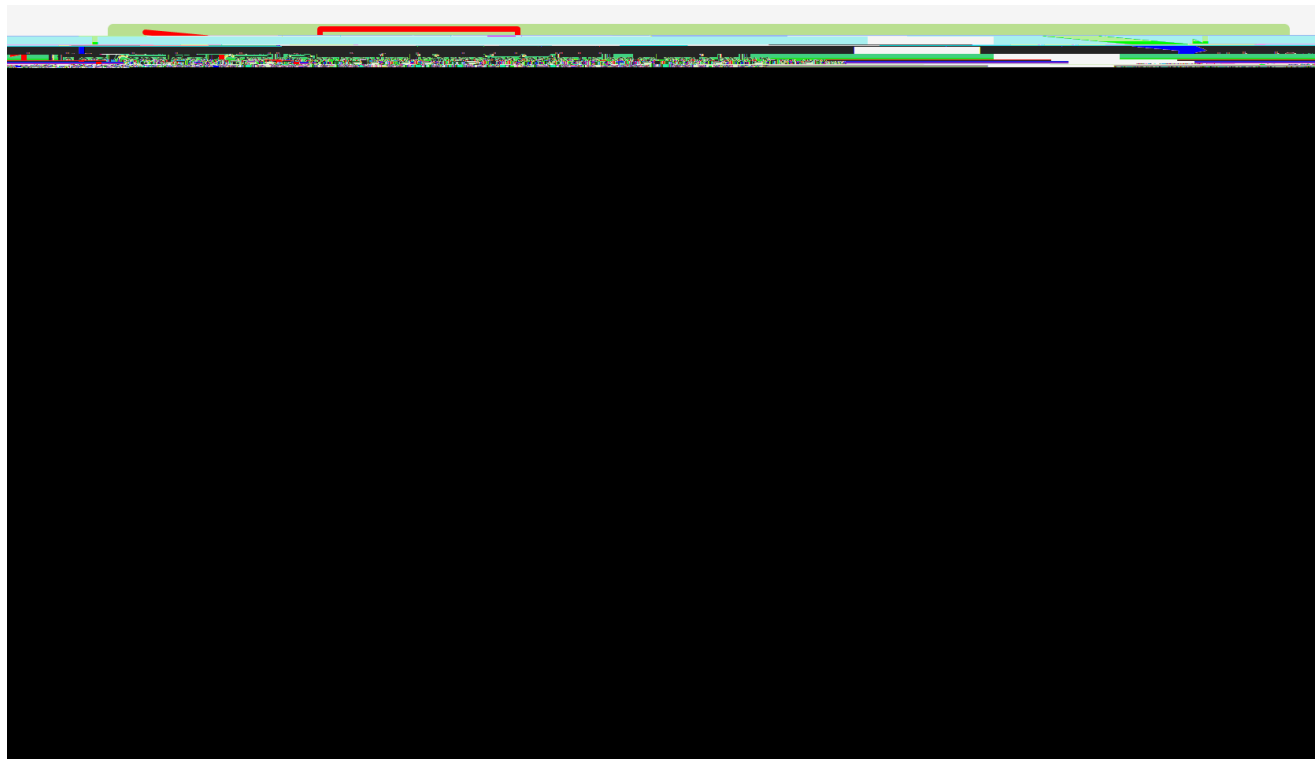


6] Check if you can see "Upload Completed" or 100% at the top.

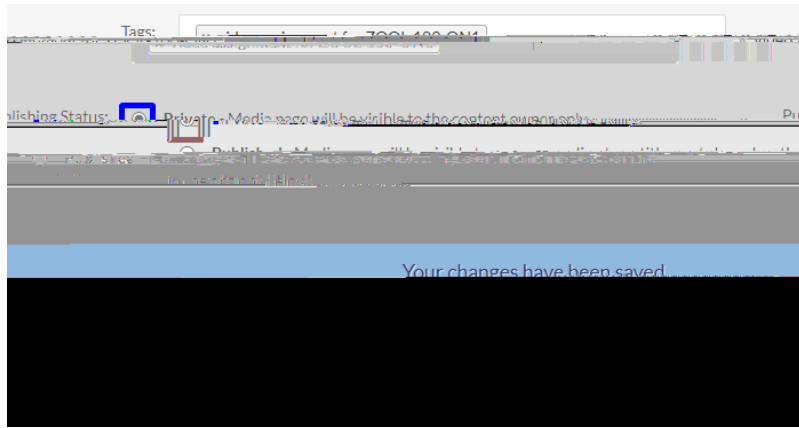
Fill in the **Name** box (**mandatory**).

Fill in the **Description** box (**mandatory**).

Fill in the **Tags** box (**mandatory**). After typing a new tag, click the **blue line** below.



7] **Save** > Make sure you get this notice: **"Your changes have been saved."**  
Click **"Go To My Media"** to check the video.



Revised by Soowook Kim on AUG 24, 2023.