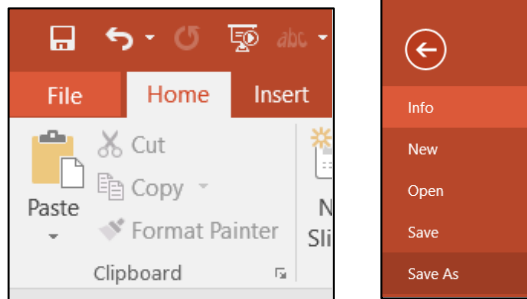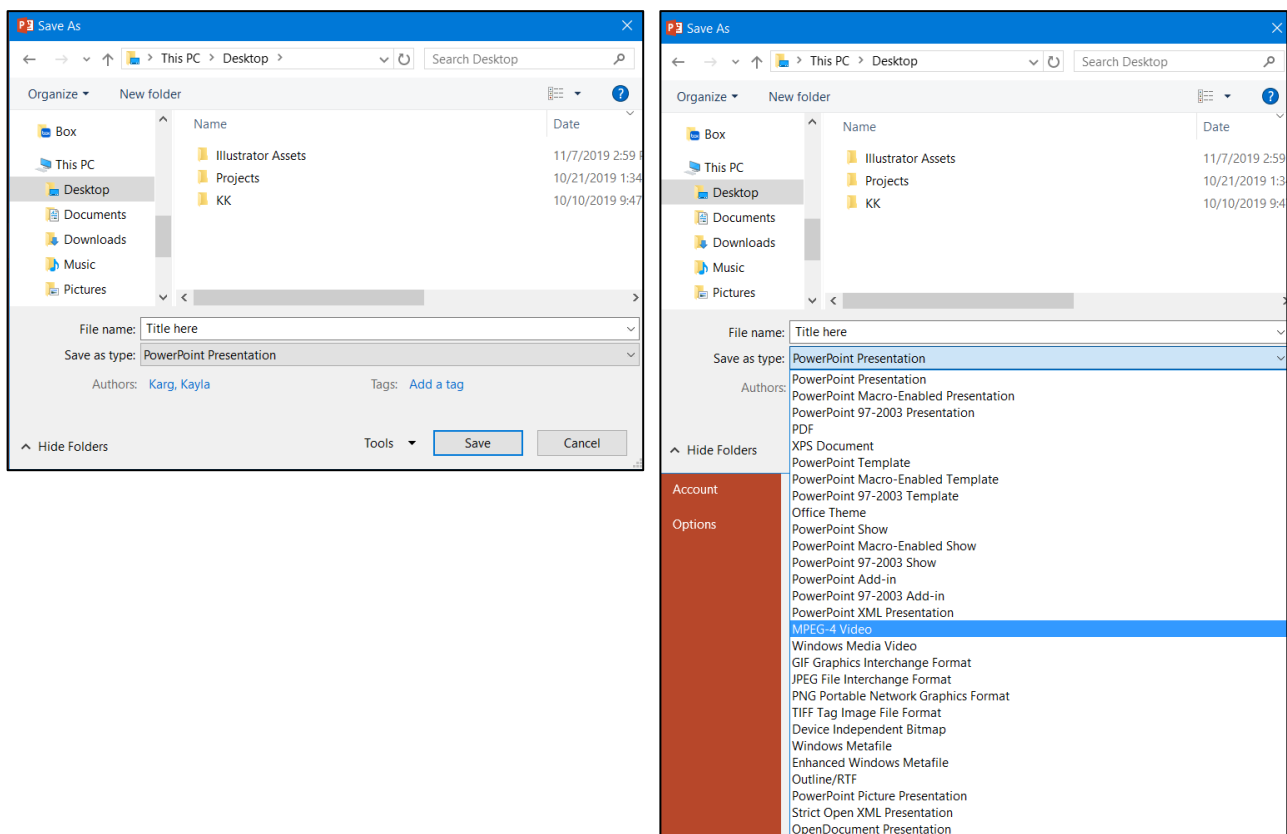# How to: Convert a PowerPoint to MediaSite

## 1. Save your PowerPoint file as an mp4 file

- After you have recorded your narration onto your slides and you're ready to transform it into an mp4 file, click on File then click Save As.

- Choose the location you'd like to save your mp4 file at. From the Save As window, change the Save as type dropdown to MPEG-4 Video, then click Save.
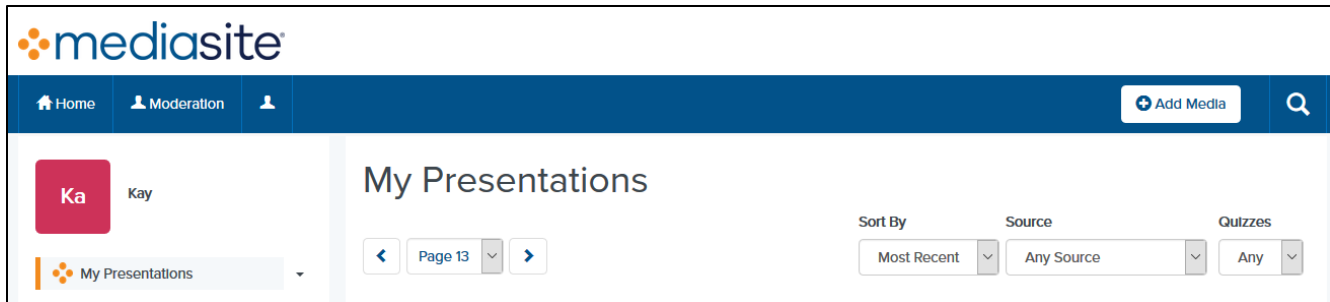

- Across the bottom of your screen, you can see the progress of your video export. This can take anywhere from a few minutes to over an hour, depending on the number of slides and amount of narration.
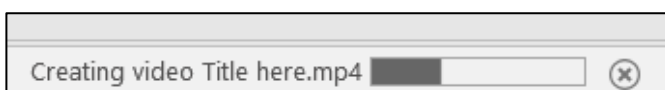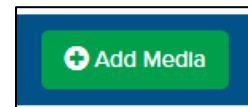
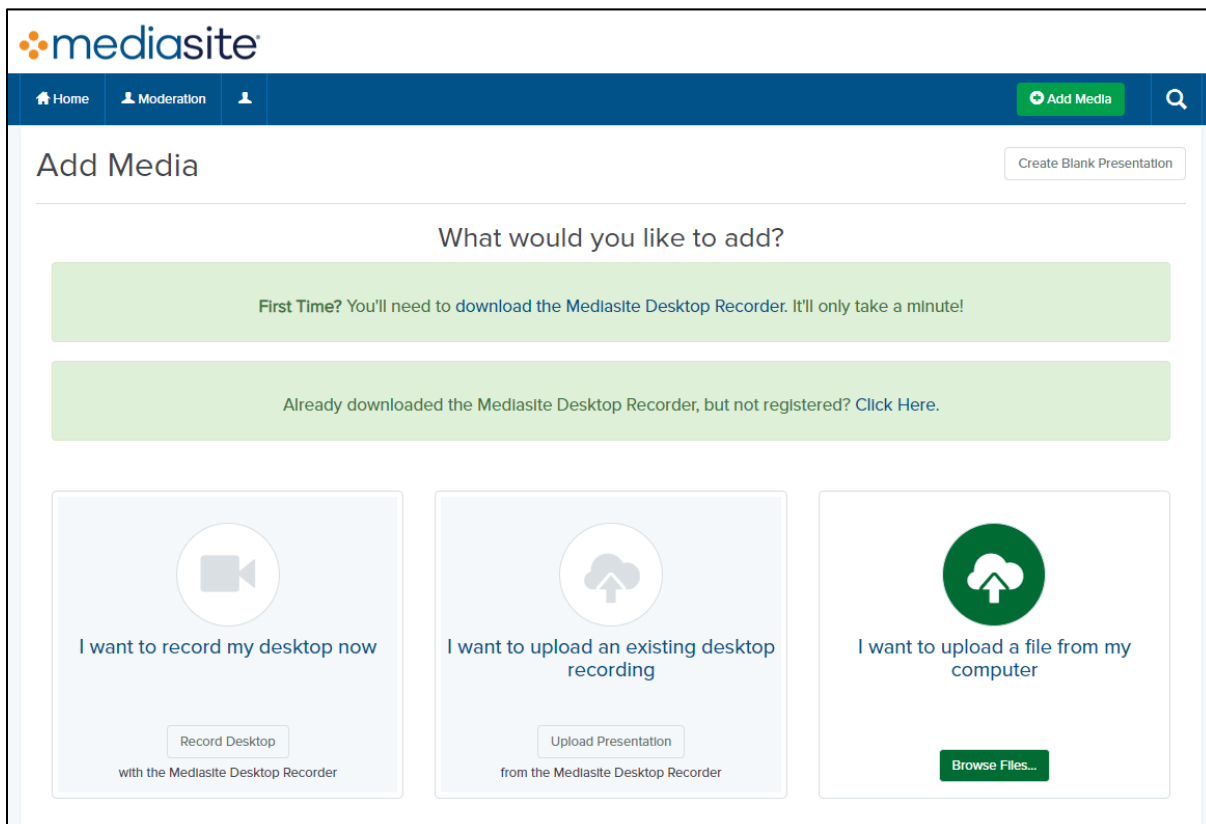## 2. Upload your converted PowerPoint file into MediaSite

- Navigate to mediasite.osu.edu and sign-in with your OSU credentials if not already signed in.
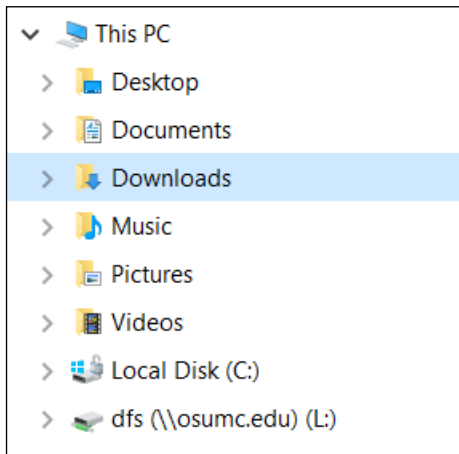

- Click on the Add Media button in the top right corner

- From the Add Media screen, click on the Browse Files button within the I want to upload a file from my computer option
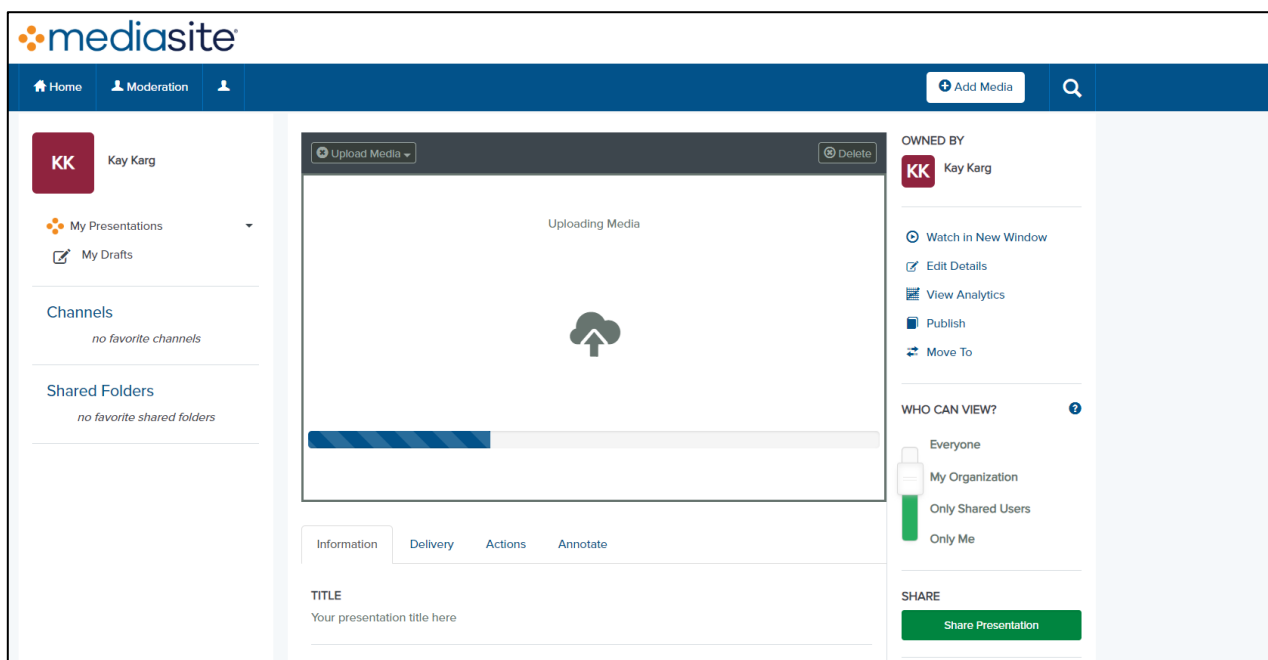
- Find your newly created mp4 file, click on it, and then click Ok.

- When you upload your file, the New Presentation Details popup box will open. Fill in the Name field, the Description file if-desired and then click Create Presentation.

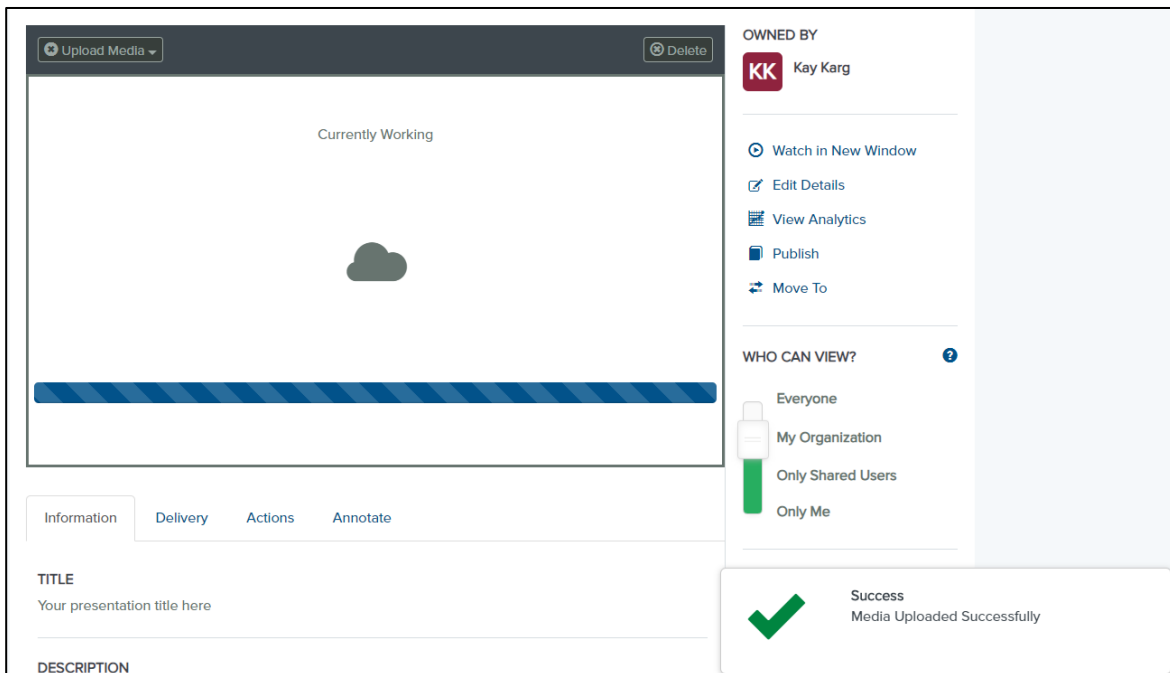- Your presentation is now uploading, and the Uploading Media window will display.

- When your presentation is uploaded, you will see a pop-up in the bottom right corner of your screen that looks like this
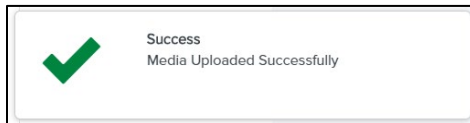
- Depending on the size of your presentation, you may see a "Currently Working" message.

- When your file has uploaded to MediaSite, your screen display will look like the image below.
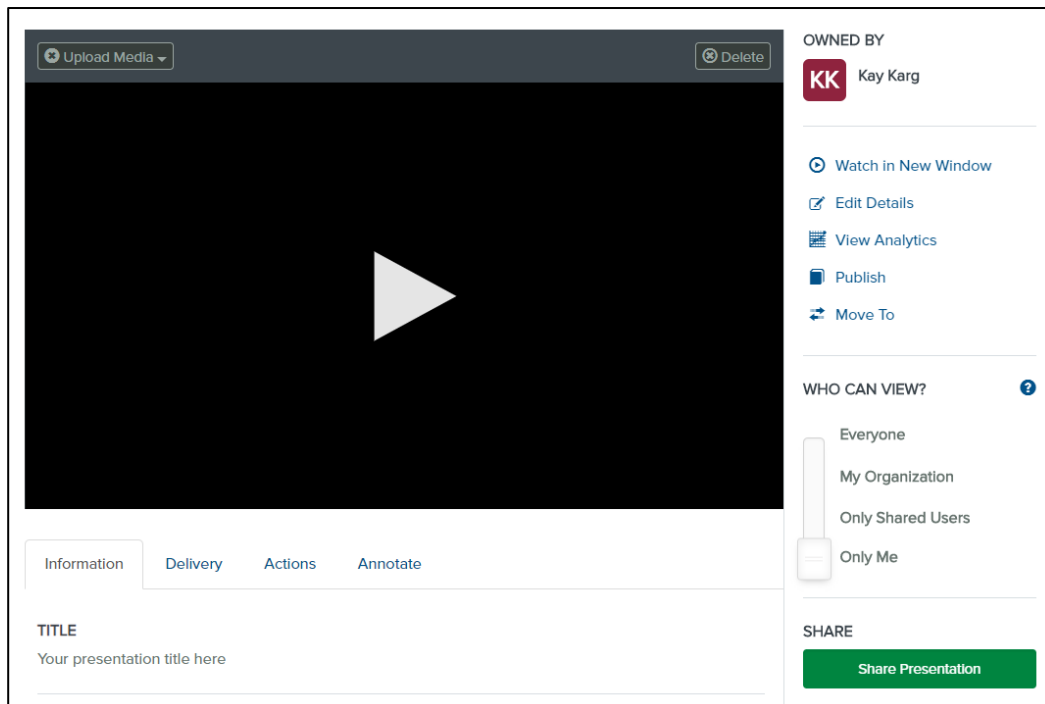
3. Edit visibility and move your file to the correct location

- In order for others to see it, you'll need to edit details. From the navigation panel on the right side of your screen, click on the Edit Details button.
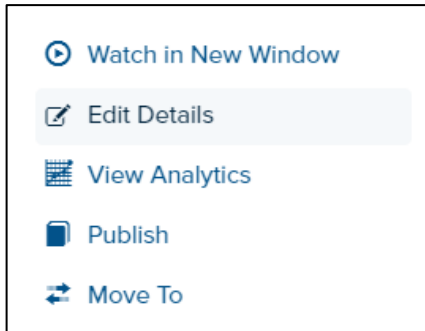
- From the Visibility dropdown, change the setting from Private to Viewable.
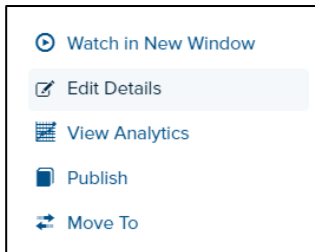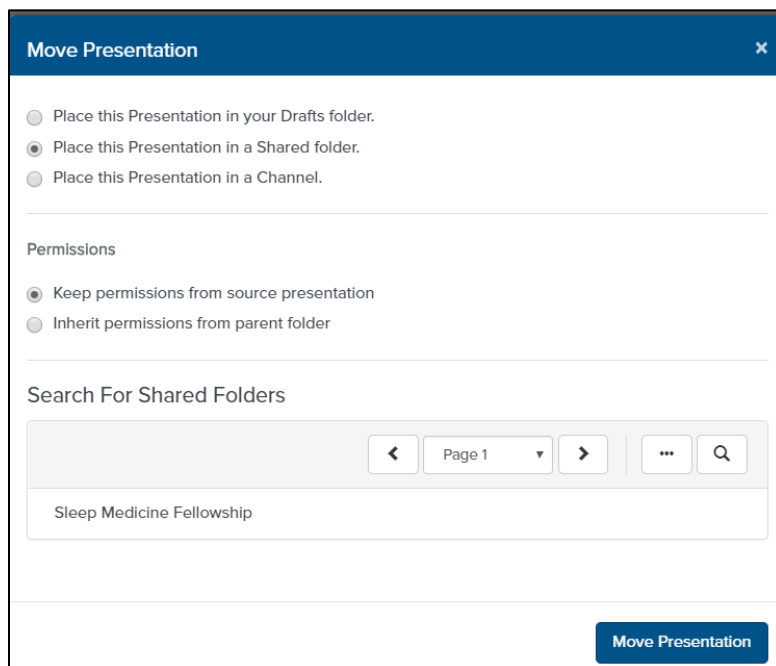 - Optional – change the date and time

- Click Save.

- Move your presentation to the correct folder. To do so, from the navigation panel on the right side of your screen click on Move To.

> ⊙ Watch in New Window
> ✎ Edit Details
> ≣ View Analytics
> ▮ Publish
> ⇄ Move To

- The Move Presentation window will display.
  - Change the first section to "Place this Presentation in a Shared folder."
  - Change the permissions section to "Inherit permissions from parent folder."
  - Click on the folder you'd like your presentation to live in below.
  - Click Move Presentation.

> **Move Presentation**   ✕
>
> ○ Place this Presentation in your Drafts folder.
> ◉ Place this Presentation in a Shared folder.
> ○ Place this Presentation in a Channel.
>
> Permissions
>
> ◉ Keep permissions from source presentation
> ○ Inherit permissions from parent folder
>
> Search For Shared Folders
>
> | ‹ | Page 1 ▾ | › | ⋯ | 🔍 |
>
> Sleep Medicine Fellowship
>
> **Move Presentation**

- To share your presentation, click the Share Presentation button to open the options window.

> SHARE
> **Share Presentation**
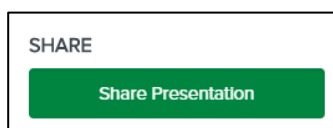
- From this window, you can copy the link, as well invite certain people or get an embed code.