

AUNE Video Server: [http://idoncall.com/video03\\_aune](http://idoncall.com/video03_aune)

## Introduction

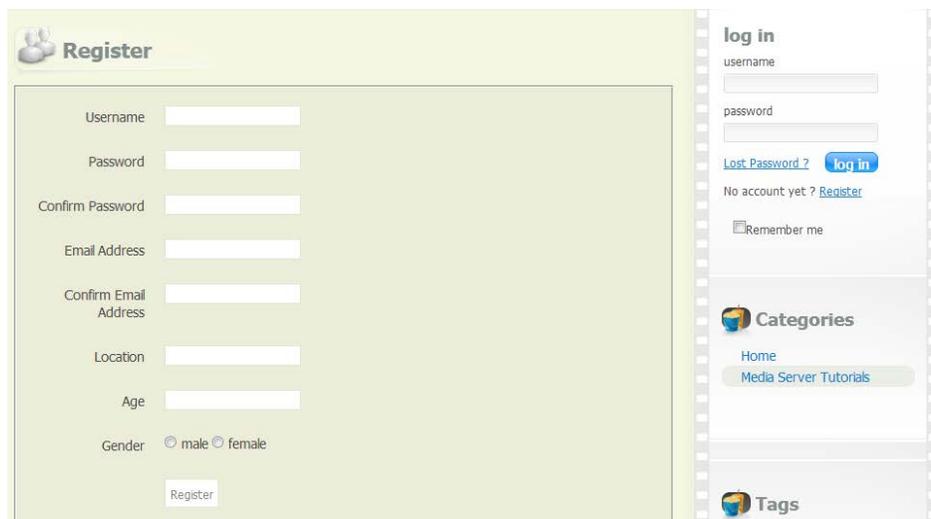
Antioch University New England is beta testing video server software that will allow students and faculty to publish video and audio files. This server allows anyone to publish both publicly and privately.

To organize video and audio files on the video server you must:

1. Register for an account
2. Create or request access to a group to publish privately
3. Wait for approval by the group owner
4. Upload a file to the right group

## First Step – Register an account

1. Go to [http://idoncall.com/video03\\_aune](http://idoncall.com/video03_aune)
2. Select the **Register** tab
3. Complete the requested fields
  - a. Username: can should be first initial, last name
  - b. Password: select any you prefer
  - c. Email address: must be your antioch.edu account
  - d. Location: should be the campus name AULA, AUSB, AUS, AUM, AUNE
  - e. Age: is not required
  - f. Gender: is required
4. Select **Register** and a request email will be sent that you must confirm within 3 days.



The screenshot shows a registration form titled "Register" with the following fields and options:

- Username:
- Password:
- Confirm Password:
- Email Address:
- Confirm Email Address:
- Location:
- Age:
- Gender:  male  female

At the bottom of the form is a "Register" button. To the right of the form is a "log in" section with fields for "username" and "password", a "Lost Password ?" link, a "log in" button, and a "Remember me" checkbox. Below the login section is a "Categories" section with links for "Home" and "Media Server Tutorials". At the bottom right is a "Tags" section.

## Second Steps – Request membership

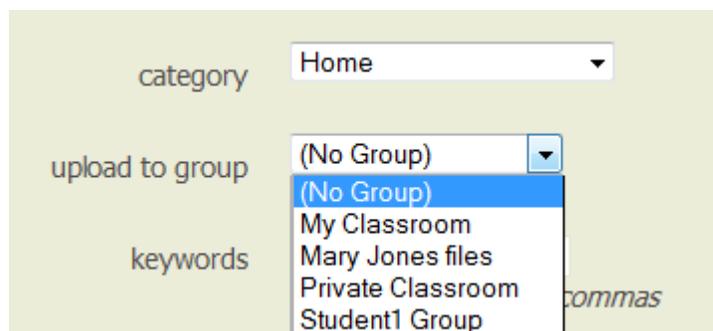
In order to share files privately you must be a member of a group and you must select that group when uploading media.

To request group membership:

1. Login to the media server
2. select the **Groups** tab
3. Find the **Group name** and click on it
4. You will see the following prompt: This is a private group, click here to request group membership. Select the **Click here** link.
5. You will then see the following prompt: You have requested to join this group. The group owner has not approved your membership yet.
6. Unfortunately, you must wait until the group owner approves your membership before you can upload a private file to that group. If you choose to upload a file before you have group membership then that file will be public and seen by all.
7. Once your group membership has been approved you will be able to proceed to step 3.

## Third Steps – Uploading media

1. Login to the media server
2. Select the **Upload** tab
3. Complete the requested fields
  - a. Title: is required
  - b. Description: is required (If no description is entered then the video will not upload)
  - c. Category: choose **Home** if the file is to be shared publically
  - d. Upload to group: select the proper group from the dropdown menu. If the proper name does not appear in the list then you must request membership. (see step 2)
  - e. Browse your computer for the media file
  - f. Embed code: is not required
  - g. Upload a thumbnail: is not required
  - h. URL for remote thumbnail: is not required
  - i. Select Upload



The image shows a screenshot of a web form with a light green background. It features three input fields: 'category' with a dropdown menu showing 'Home', 'upload to group' with a dropdown menu showing '(No Group)' selected and a list of options including '(No Group)', 'My Classroom', 'Mary Jones files', 'Private Classroom', and 'Student1 Group', and 'keywords' with a text input field. The text 'commas' is visible to the right of the 'upload to group' dropdown.