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- Klik rechtsbovenin op je initialen en selecteer **My Mediasite**. Selecteer vervolgens in het overzicht van *'My Presentations'* de video die je wilt downloaden.

- Selecteer **Edit Details** in de rechterkolom.

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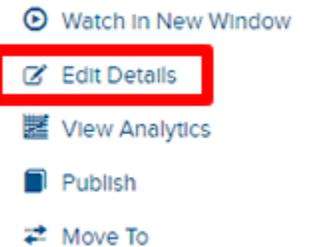
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- Selecteer **Delivery**.

- Vink de juiste vakjes aan voor het selecteren van het downloadformat.

- **Podcast:** Dit geeft een enkel audio bestand: MP3-bestand.
- **Vodcast:** Selecteer Vodcast voor een video-bestand (MP4). Vink dit aan en kies vervolgens voor **Video Export.** Houd er rekening mee dat video's langer dan 3 uur kunnen mislukken.

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- Selecteer **Save**.

- **Note:** MediaSite maakt nu een downloadbaar bestand van je video. Het kan even duren voordat dit bestand gereed is. Dit kan enkele minuten tot uren duren, afhankelijk van de lengte van de video. De "Download Podcast" of "Download Vodcast" optie verschijnt zodra het gereed is.

- From the presentation summary, select **Downloads**, located at the bottom of the right column.

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- Go to av-media.vu.nl and log in.

- Click on your initials, top right corner, select *'my mediasite'*. From within the list of presentations in your My Mediasite portal, select the name of the presentation you wish to download. A summary of the presentation will appear.

- Select **Edit Details** in the right column. Options for editing the presentation will appear.

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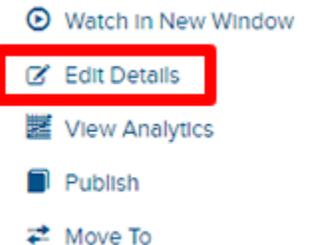
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- Select **Delivery**.

- Check the appropriate checkbox(es) to select your download format(s). There are two downloadable formats that can be viewed offline on your desktop, laptop, or mobile device, and they are often compatible with other multimedia hosting services:

- **Podcast:** Creates an audio-only MP3 file.

- **Video Podcast:** Creates a single MP4 video file. Choose **Video Export.** Please note that video podcast creation for videos longer than approximately three hours may fail.

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- Select **Save** at the top-right.

- **Note:** After enabling these options, the server must first create the MP3 podcast file or the MP4 vodcast file before the download option(s) will appear. Please be patient while the server creates the file(s), which can take several minutes to several hours, depending on the length of the presentation. The "Download Podcast" and/or "Download Vodcast" options will appear once file creation is complete.

- From the presentation summary, select **Downloads**, located at the bottom of the right column.

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