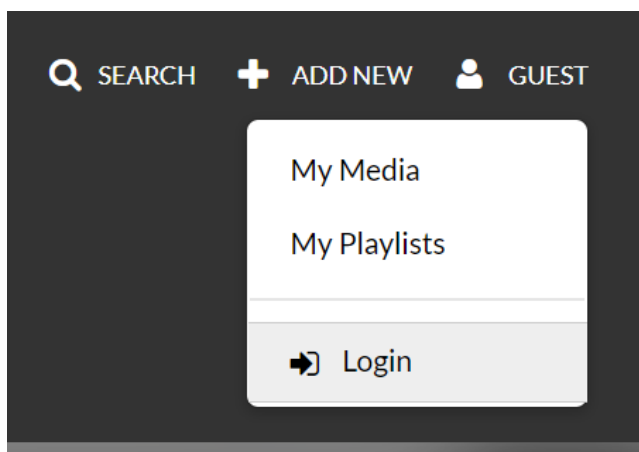
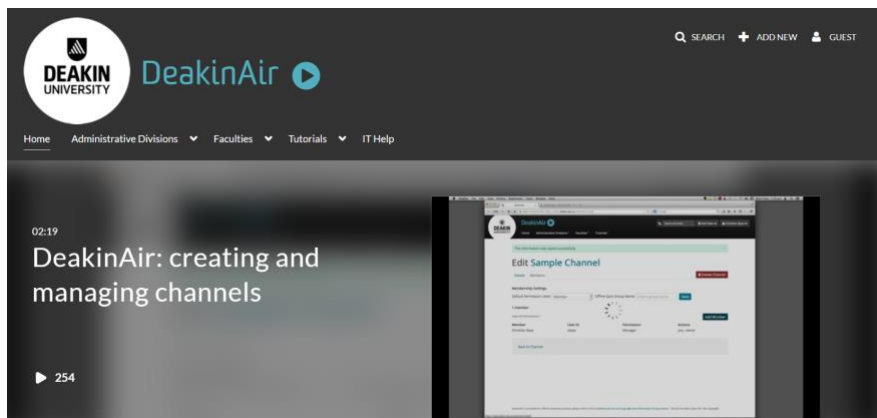


User Guides – Me in a Minute

Using DeakinAir

DeakinAir is Deakin’s own video platform, here you can record upload, edit and share your videos, as well as link videos from YouTube.

1. Navigate to <https://video.deakin.edu.au/> and click on the **Guest** icon at the top right of the screen.
2. From the dropdown menu select **Login**. If you are not already logged on using the SSO (Single Sign On), you will need to use your Deakin account to login.



Uploading existing videos

You can upload a video that you recorded on your phone, camera or even webcam into DeakinAir. You may have already used an editing program to make your video look even more professional.

1. To upload an existing video to Deakin Air, go to add new and choose **Media Upload** from the drop-down menu. You will need to accept the check box 'I agree video.deakin.edu.au/legal'. Drag and drop or select a video file to upload. (Deakin Air accepts a large number of formats, but we recommend mp4, MOV or MKV formats)
2. Fill in the description and any other required fields.

Description: **Black** ▼ **Bold** *Italic* Underline [List Bulleted] [List Numbered] [List Disc] [List Square] [Link] [Image]

Enter Description...

* Required To Publish

Tags: [Text Input] * Required To Publish

Type: [Select a value] ▼ ⓘ * Required To Publish

Language: [Select a value] ▼ ⓘ

Abstract: [Text Input] ⓘ

Person_Type: [Text Input]

Dept: [Text Input]

3. Once a video is added you can change its publishing status.

Publishing Status: **Private** - Media page will be visible to the content owner only.

Unlisted - Media page will be visible to anyone with a link to the page.

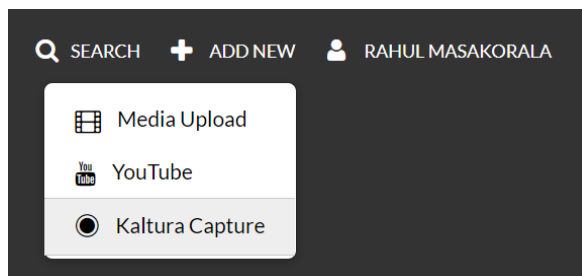
Published - Media page will be visible to individuals according to entitlements on published destinations

4. Click save to set settings for the video. Click [Go to my Media](#) to view it in your 'My Media' list.

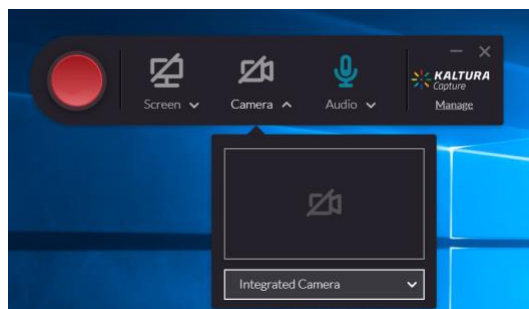
Recording with Kaltura Capture

To record and upload directly from your laptop to DeakinAir, you can use Kaltura Capture.

1. Once logged in to DeakinAir go to [Add New](#) and select [Kaltura Capture](#).
 - A. The first time you use Kaltura Capture you will need to download some software. Choose the software to suit either Windows or Mac
 - B. You will be asked whether you would like to save the file. Choose **Save File**. If the software doesn't run automatically, open your Downloads area and open the file.
 - C. In the **Open File** dialogue box select **Run**.
2. Once it's been installed, launch the application.



3. Launch Kaltura capture and select the input devices you want, click the drop down to select which devices and click on the icons to enable/disable them.

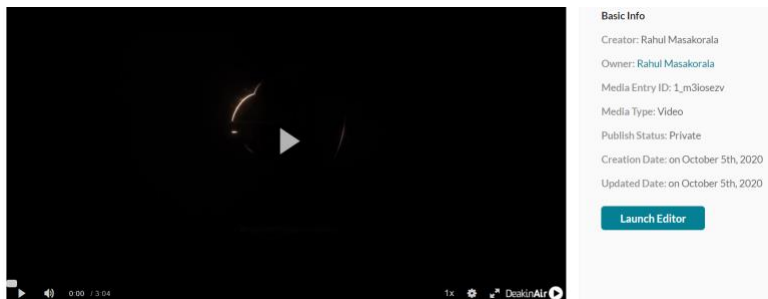


4. Click the record button to begin a recording. Once you're ready to wrap up, stop the recording, click on [Manage](#) and head over to the library, where your video will be waiting. You can review it here and change its name, before pressing upload. Videos uploaded with Kaltura Capture will show up under [My Media](#) in DeakinAir.

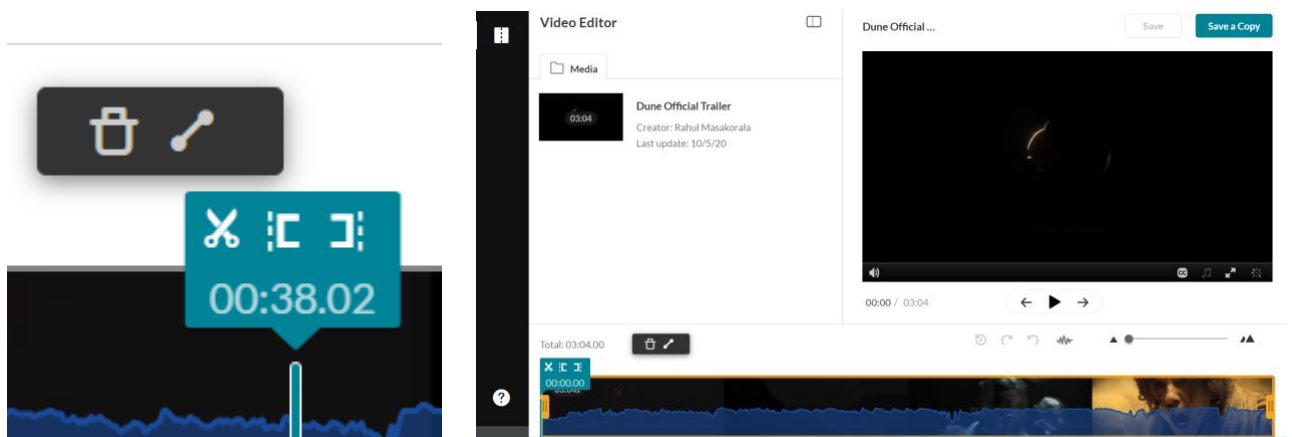
Editing with DeakinAir

DeakinAir comes with its own inbuilt video editor for making small changes to your videos.

1. In my media, select the edit button and click [Launch editor](#)

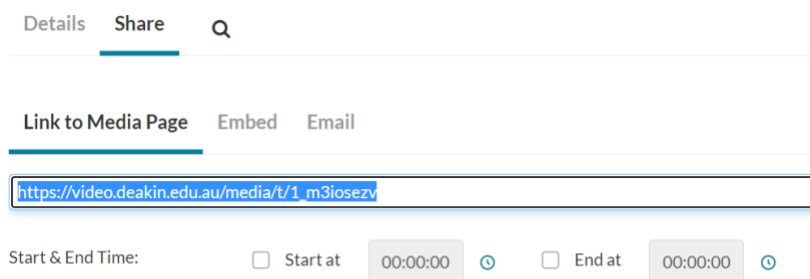


2. You can drag along the timeline to set the beginning and end of the video, and use the controls to make the trim. You can also use the cut tool to cut out and delete chunks of the video. If you're worried about a gap in the middle of two clips, Kaltura will just skip across this like its one continuous video.
3. Selecting the fade in icon lets you set a fade for the video start and end points.
4. Once you're done editing the video, click [Save](#) or [Save a copy](#), if you want to keep the original video.



Sharing

1. Select the video in your [My Media](#) page.
2. Click on the [Share](#) tab, and copy the link to the video. You can also copy an embed code though this may not work on most social media platforms as expected. Videos set to private cannot be shared, Videos set to unlisted can only be accessed via a direct link, and public videos can be freely shared.



3. Once you have the link you can include this in a social media post, or send it to specific people.