

TO DO A VIDEO EMAIL

1. GO TO WWW.MYVIDEOTALK.COM
2. CLICK NORTH AMERICA. THEN USA
3. CLICK LOG IN LOCATED IN THE TOP RIGHT CORNER
4. TYPE IN YOUR USER NAME & PASSWORD (YOU SHOULD HAVE GOTTEN IT IN YOUR EMAIL)
5. SCROLL DOWN THE LEFT SIDE TO "MY VIDEO TALK STUDIO"
6. UNDER "MY APPLICATIONS & TOOLS" CLICK "LAUNCH MY VIDEO DESIGNER"
7. TO RECORD, CLICK RECORD
8. CLICK "ALLOW & REMEMBER" TO SET YOUR CAMERA UP
9. CLICK "CLOSE"
10. YOU SHOULD SEE YOURSELF
11. CLICK "RECORD" UNDERNEATH THE IMAGE AND RECORD YOUR VIDEO
12. PREVIEW IF YOU WANT TO REPLAY IT
13. GIVE IT A TITLE AND DESCRIPTION AND SAVE IT TO THE LIBRARY
14. SEND IT NOW OR LATER
15. TYPE IN THE EMAIL ADDRESS OF THE RECEIVER AND SEND



TO ADD GRAPHICS, FIRST LOG INTO THE STUDIO

1. CLICK "LAUNCH MY VIDEO DESIGNER"
2. CLICK TEMPLATES
3. CLICK NEW TEMPLATE AT THE BOTTOM
4. GIVE THE TEMPLATE A NAME
5. CLICK BROWSE AT UPLOAD BANNER FOR THE TOP BANNER – GET IT FROM YOUR COMPUTER
6. CLICK BROWSE AT UPLOAD PICTURE FOR THE SIDE BANNER – GET IT FROM YOUR COMPUTER
7. CHANGE ANY COLORS YOU WANT TO
8. PUT A URL IN THE BANNER AND IMAGE SO WHEN PEOPLE CLICK THE BANNER AT THE TOP IT GOES WHERE YOU WANT THEM TO GO
9. THE IMAGE URL IS FOR THE SIDE – SAME THING
10. CLICK ADD OR PREVIEW IF YOU NEED TO SEE IT FIRST
11. NOW WHEN YOU CLICK TEMPLATES, IT SHOULD BE LISTED.

AFTER RECORDING

1. CLICK VIDEOLIST
2. CHOOSE THE VIDEO YOU WANT TO SEND BY CLICKING SEND ON THE PICTURE OF THE VIDEO
3. TYPE THE EMAIL ADDRESS, SUBJECT AND MESSAGE
4. AT TEMPLATE CLICK THE ARROW AND CHOSE THE CORRECT TEMPLATE TO GO WITH THE VIDEO YOU CREATED
5. CLICK SEND MAIL

TO LOAD VIDEOS & SLIDES FOR THE BROADCASTER:

1. GO TO MY VIDEO TALK STUDIO
2. CLICK MY VIDEO BROADCASTER (TOP RIGHT CORNER)
3. CLICK CONTENT
4. CHOSE THE FOLDER YOU WANT TO HOLD YOUR CONTENT IF YOU ARE UPLOADING MULTIPLE FILES OR CREATE A NEW FOLDER - CLICK NEW FOLDER
5. CLICK NEW FILE
6. LOCATE THE FILE YOU WANT TO UPLOAD FROM YOUR COMPUTER & CLICK OPEN

TO BROADCAST LIVE:

1. GO TO YOUR MY VIDEO TALK WEB SITE
2. LOG IN
3. SCROLL DOWN THE LEFT SIDE TO MY VIDEO TALK STUDIO
4. CLICK "GO TO MY VIDEO BROADCASTER" TOP RT. CORNER
5. CLICK BROADCASTS
6. NEAR THE BOTTOM, CLICK "NEW BROADCAST"
7. CREATE YOUR BROADCAST SCHEDULE – MAKE SURE THE DURATION IS LONGER THAN THE DURATION OF YOUR BROADCAST
8. CLICK SUBMIT
9. CLICK THE BROADCAST URL
10. LOG IN
11. TO INVITE OTHERS CLICK BROADCAST – INVITE MORE PARTICIPANTS – INVITE BY EMAIL
12. TYPE EMAIL ADDRESS IN AND CLICK (+) SIGN
13. CLICK "SEND INVITE EMAIL"
14. CLICK START BROADCAST – YOU SHOULD SEE YOURSELF
15. CLICK CONTENT TO SHARE VIDEO/SLIDES, ETC.
16. CLICK DESKTOP TO SHARE YOUR DESKTOP – (THE DESKTOP SHARE SOFTWARE MUST BE DOWNLOADED FIRST TO USE THIS)
17. CLICK VIDEO FEED TO SHARE OTHER PEOPLE
18. CLICK SURVEYS TO SHARE A SURVEY – (THE SURVEY MUST BE CREATED FIRST TO USE THIS)
19. YOU ARE LIVE.

TO SEND PEOPLE TO YOUR LIVE BROADCAST:

1. GO TO MY VIDEO TALK BROADCASTER
2. CLICK HOME
3. COPY THE URL ACROSS THE TOP OF THIS PAGE
4. USE THAT TO INVITE PEOPLE OR GET A DOMAIN NAME AND LINK THE DOMAIN NAME TO THIS URL AND YOU DON'T HAVE TO SEND OUT A DIFFERENT LINK EVERY TIME YOU DO A BROADCAST. ALL YOU HAVE TO DO IS CREATE THE BROADCAST AND THEY WILL SEE IT AT LEAST 15 MINUTES BEFORE THE BROADCAST STARTS.