

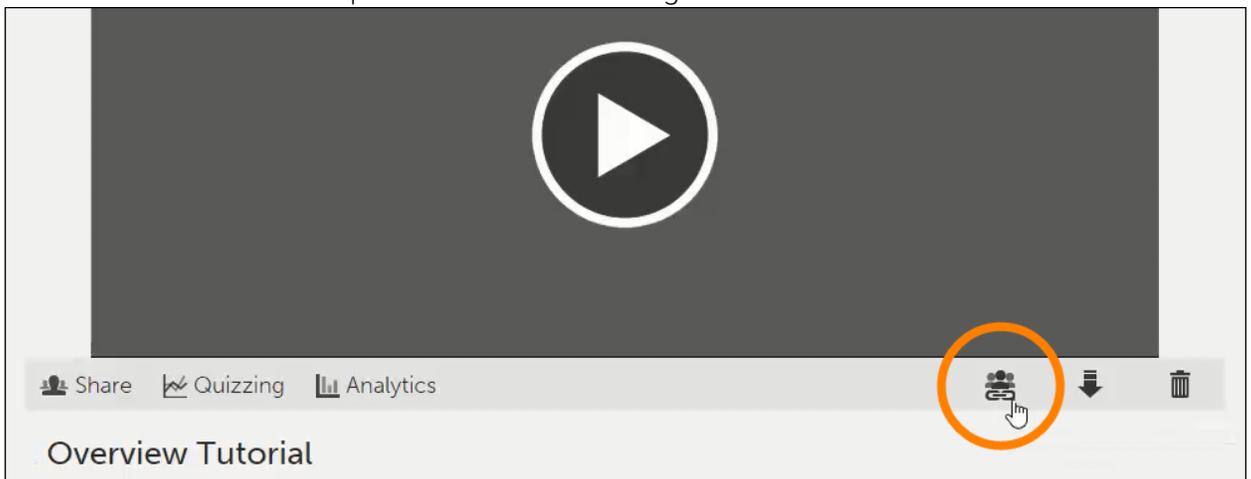
Media Sharing and Access Overview

Your TechSmith Relay instance is built for sharing images and videos with others in your organization. However, how and with whom your media is shared is up to you. Read on to learn more about sharing options.

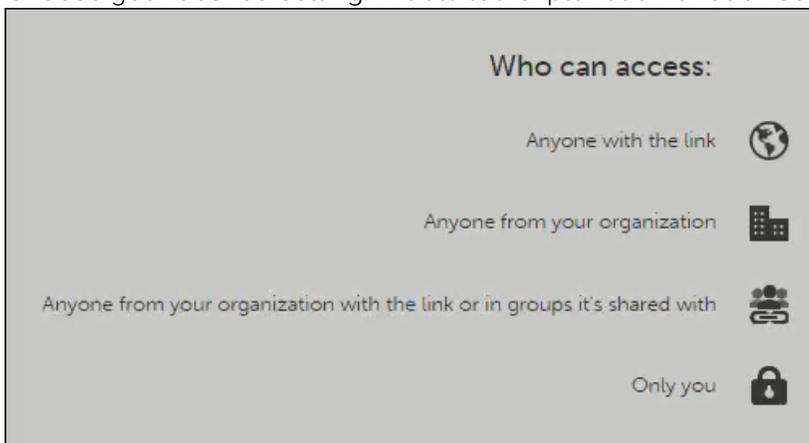
Change Who Can Access

TechSmith Relay has several different levels of access that can be applied to individual pieces of media. To change the access:

1. Visit your Media tab and click the thumbnail of the image or video you'd like to change the settings for. This will open the media for viewing and editing.
 - **Tip:** Even if your media hasn't finished processing ("On the Way"), you can still change the access level.
2. Click the access icon to expose the available settings:



3. Choose your desired setting. A detailed explanation of each setting follows.



Anyone with the link*

Apply this setting when you'd like the content (including quizzes) to be accessible even to those outside of your organization. It's useful when you need to make media available to viewers who do not have TechSmith Relay accounts, such as parents in a school district or clients in a business environment. Content with this setting is, for all intents and purposes, 100% public and can be embedded in public blogs, etc.

** This setting may not be available in your organization. See your TechSmith Relay administrator with questions regarding public content. He or she may have other options available.*

Anyone from your organization

This will require viewers to first log into your TechSmith Relay instance before viewing. Media with this setting will show up in search results when users search for content in your organization. This media will also be displayed on your profile page, when viewed by other users.

Anyone from your organization with the link or in groups it's shared with

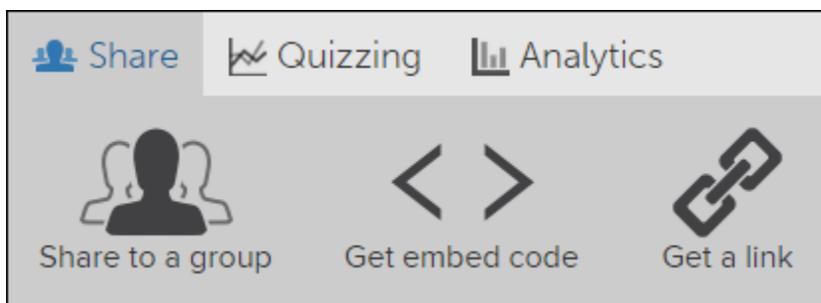
This will require viewers to first log into your TechSmith Relay instance before viewing. Media with this setting will NOT show up in search results, or on your profile page. Viewers must have a direct link to this media (provided by you in most cases) or be a member of a group where this media is shared.

Only You

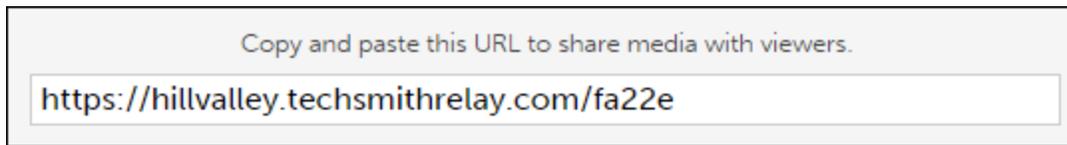
This is the closest you can get to being totally private. Media with this setting will not appear in search results or on your public profile page. However, media with any setting (including "Only You") can still be viewed by TechSmith Relay administrators. Use this setting when you want to gradually make content available or as a personal archive.

Sharing Your Media

There are several ways to share your media hosted on TechSmith Relay. For example, you might send a direct link to a colleague, or share a formal lesson with a group of students. This section explains these sharing options.



Get a link



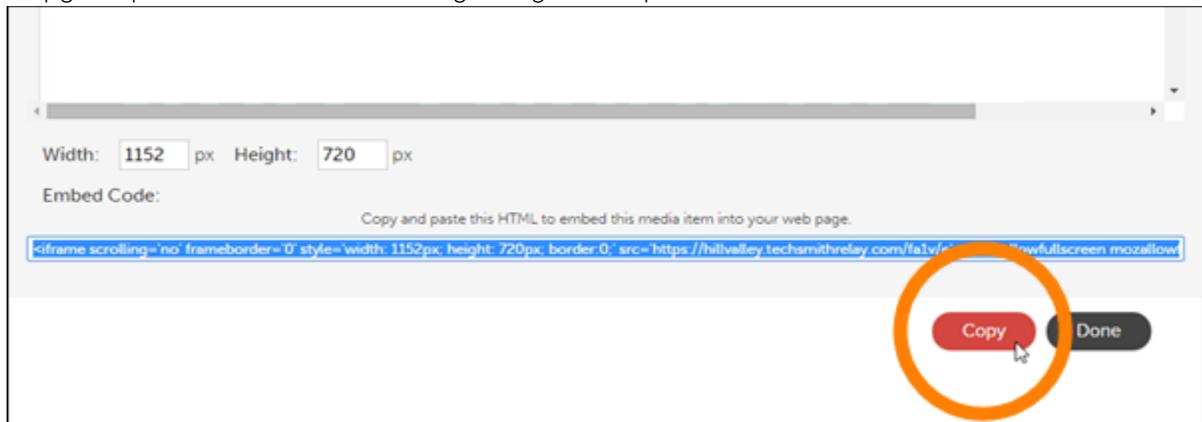
As long as your media is **not** set to “Only You”, a direct link is an efficient way to share it with others. While viewing an image or video, there are two ways to obtain a sharable link:

- A. Copy the link directly from the browser address bar.
- B. Choose Share > Get a link.

Get embed code

Images and videos hosted on TechSmith Relay can be embedded anywhere that accepts HTML embed code, such as a blog or LMS course page. To get embed code:

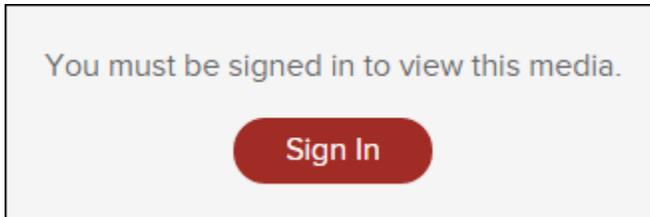
1. Visit your Media tab and click the appropriate image or video thumbnail.
2. Choose Share > Get embed code.
3. Copy the provided embed code to your system clipboard.



- **Tip:** The default embed size could be too large for your intended destination. You may want to adjust the Width or Height attributes before copying the code.

4. Paste the copied embed code into any HTML editor and then publish to the web.

If your media access is not set to “Anyone with the link”, viewers will be prompted to sign into their TechSmith Relay account before accessing:



Share to a group

Groups are a great way to organize content, and deliver images and videos to targeted audiences. To share to one of your groups:

1. Visit your Media tab and click the appropriate image or video thumbnail.
2. Choose Share > Share to a group.
3. Select the groups you would like to share the media with, then click Done.

