

#### **Quick Start Guide**

**Welcome to TechSmith Relay!** Below you will find instructions on how to access your organization's TechSmith Relay site and begin creating videos.

### What is Relay?

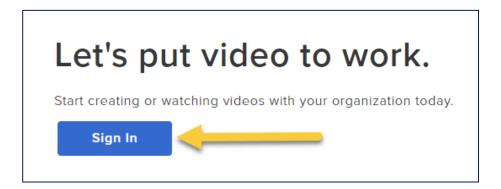
Relay gives you an easy way to create and store video content. You have access to:

- An online library where you can store as many videos as you'd like.
- A web-based recorder to easily create new videos of yourself and your screen.
- A simple way to share these videos.

**PLEASE NOTE:** Before using Relay, we ask that you navigate to this site first, log in, and accept the terms and conditions. This also helps us to receive notification that you intend to use Relay!

### Step 1: Login

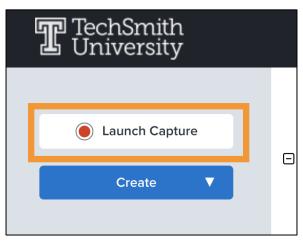
- Go to your Relay site: <a href="https://jmu.techsmithrelay.com/">https://jmu.techsmithrelay.com/</a>.
- Click 'Sign In'. Login using your existing JMU e-ID.



## Step 2: Record a video!

- You should now be in your personal Relay library.
- Click the **Launch Capture** button to create a NEW video.



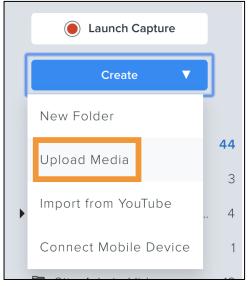


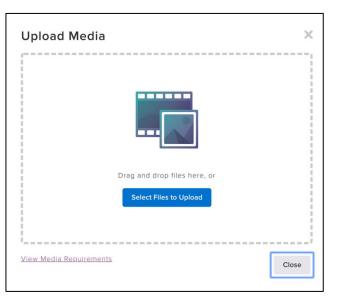
\*Note: you may have download the recorder the first time you use it.

More on recording!

## Step 3: Upload Videos

- If you have old videos you'd like to upload to your Relay library:
  - Go to Create > Upload Media





# Step 4: Share

- Send a video URL to quickly share a video.
  - o Upload a video to your Canvas course.
- More on sharing!



### Need help?

Contact us through <u>LETSupport@jmu.edu</u> or the IT Self-Service portal: <u>https://its.jmu.edu/CherwellPortal/JMU</u>.

Additional resources and tutorials for TechSmith Relay are located here <a href="http://bit.ly/relay-tutorials">http://bit.ly/relay-tutorials</a>.