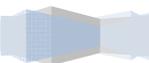


# Add a Windows Media Streaming Video to Your CMS Website

---

The following instructions will take you through the process of adding a Windows Media Streaming Video to your CMS website.

1. Verify with the UMES Webmaster that you have been granted access to a designated folder within the UMES Windows Media Server.
2. Upload your video(s) to your designated folder on the UMES Windows Media Server.
  - a. Using a campus computer connected to the UMES network, open **My Computer** from your desktop (for Vista, open it from the **Start** menu).
  - b. Ensure that the **Address Bar** is displayed at the top of the **My Computer** window.
    - i. In the **File** menu at the very top, click **View** → **Toolbars** → **Address Bar** (ensure that there is a “check” beside the **Address Bar** item).
  - c. Type the address of your designated folder in the **Address Bar** and hit **Enter**. Your designated Windows Media folder will open.
    - i. The address should be typed as follows: `\\UMESMedia\UMESMedia\<--Enter Your Designated Folder Name-->`.
    - ii. **NOTE:** “<--Enter Your Designated Folder Name-->” should be replaced with the name of the actual folder designated for you by the UMES Webmaster.
  - d. In a new window, open the directory where the video to be uploaded is stored.
  - e. **Copy** the video(s) you desire to upload to the clipboard.
    - i. Right-click on the video you prefer (or hold the **Ctrl** key down and right-click to select multiple videos) and click **Copy**.
      1. **NOTE:** Ensure that the videos you select have a **.wmv** extension. Videos with other extensions are not supported by these instructions.
  - f. **Paste** the copied video(s) to your designated Windows Media folder.
    - i. Right-click inside of your designated folder (opened in step 2-c) and click **Paste**.
3. Create a content item in the CMS containing your Windows Media Video.



- a. Login to the CMS and open the **Workarea**.
  - b. Locate and click the **Steaming Videos** folder within your CMS content folder.
  - c. Add a new HTML Content item. Give it the appropriate title.
  - d. Click on the “**View Source**” icon () in the toolbar to view source.
  - e. Replace **all** source code with the code in the accompanying **Insert\_Windows\_Media\_Video\_To\_CMS\_Website-ClientScript.txt** document.
  - f. While still in the source code view, locate **all occurrences** of the following streaming media address: “**mms://umesmedia.umes.edu/umesmedia/<--Enter Your Designated Folder Name-->/<--Enter Your Video File Name-->**”.
    - i. This address occurs three (3) times within the script.
  - g. For each occurrence, update the address so that it corresponds to the location of the video you wish to display within this page.
    - i. Change “**<--Enter Your Designated Folder Name-->**” to the actual name of the folder designated for you by the UMES Webmaster.
    - ii. Change “**<--Enter Your Video File Name-->**” to the actual name of the video you uploaded to your designated folder that you wish to display in this page.
  - h. Click on the “**View WSIWIG**” icon () in the toolbar to view the standard editor.
  - i. Update the content item’s heading and descriptive paragraph as necessary.
  - j. Publish or Check-In this content item to complete.
4. Preview your streaming video.
- a. Be sure that your **Streaming Videos** CMS folder is selected.
  - b. Click on the content item representing the streaming video you wish to preview (listed in the right column of the **workarea** upon selecting the **Streaming Videos** CMS folder)
  - c. Ensure that the video plays as expected.

