

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.

Step 1: Login

- Go to your Relay site: <https://utcvm.techsmithrelay.com/>.
- Click '**Sign In**'. Login using your existing university credentials (NetID).

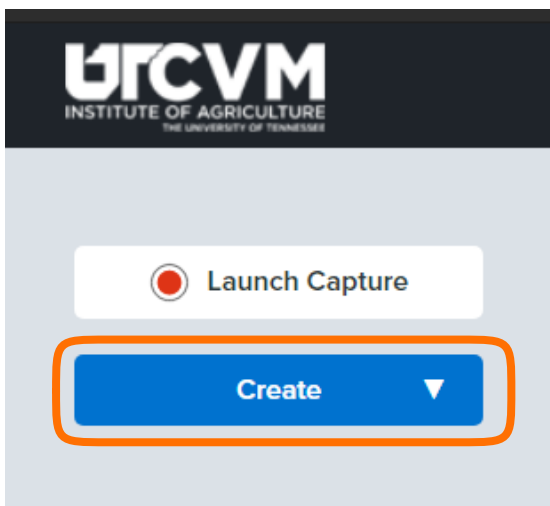
Let's put video to work.

Start creating or watching videos with your organization today.



Step 2: Record a video!

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

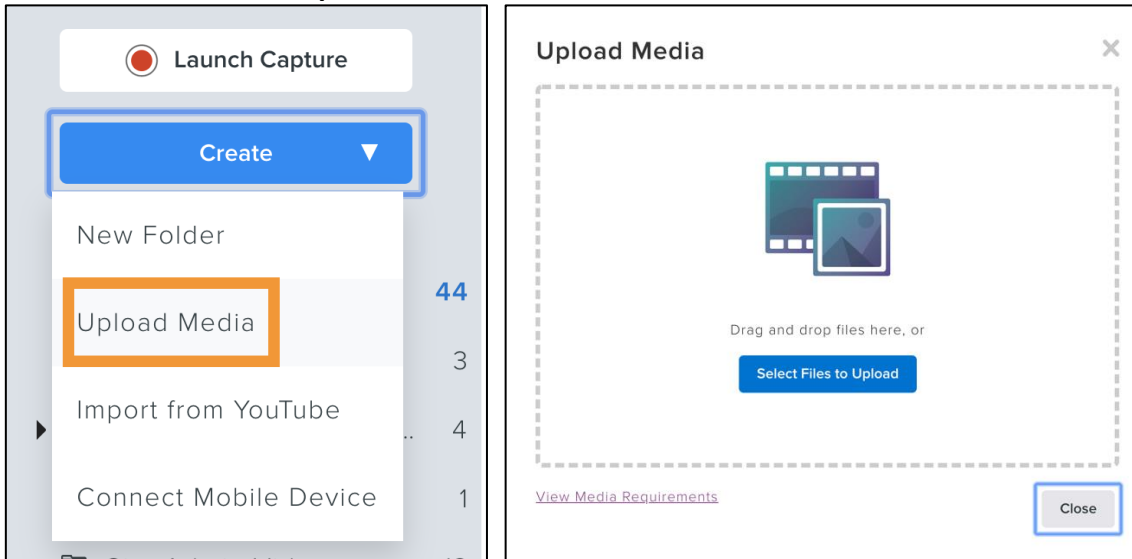


**Note: you may have to download the recorder the first time you use it.*

- [More on recording!](#)

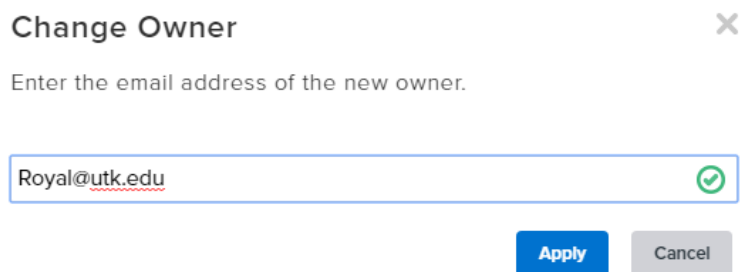
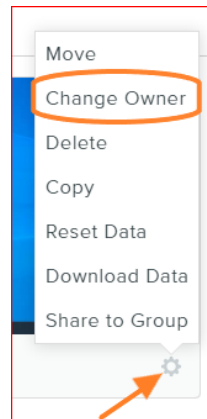
Step 3: Upload Videos

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



Step 4: Change Owner

- Change the owner of the video to the Course Coordinator for the course that would be receiving the lecture.
 - Select the **gear/sprocket** icon.
 - Then select Change Owner
 - Enter the e-mail address for the Course Coordinator.
 - Select Apply.



Need help?

Contact your Relay Admin:

Royal Paschall

Royal@utk.edu

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