MU Video Quick Guide: Transfer Ownership of Clip

NOTE: The person to whom you wish to transfer ownership of a clip must have an account in MU Video. She or he may create an account by logging in to MU Video.

1. Go to the Media you want to transfer to someone else.

2. Select from the Actions menu.

3. Select the "Collaboration" tab.

4. Click the button.

5. In the "Enter user name" box, type the first name, last name, or username of the person to whom you wish to transfer this clip.

6. Wait a few seconds while MU Video searches for, and then displays, possible matches. If the correct person does not appear in the list of matches, she or he may not have an MU Video account.

7. From the list of possible matches, select the person to whom you wish to transfer ownership of this clip.

8. Click the "Save" button.
**Help Desk**

**Help Desk Contact Info**

**Location:** Boyer Building

**Phone:** 717-871-7777

**Email:** help@millersville.edu

**Classroom Hotline:** 717-871-7820

**Hours:**

- **Call Center**
  - **Fall/Spring Semesters:**
    - M-Th 7:00am - 7:00pm EST
    - F 7:00am - 5:00pm EST
  - **Summer Sessions:**
    - M-F 8:00am - 4:00pm EST

- **Walk-in TAC**

**Technical Assistance Center** - access via W. Frederick Street side of building

- **Fall/Spring Semesters:**
  - M-Th 8:00am - 7:00pm, F 8:00am - 5:00pm EST
- **Winter/Summer Sessions:**
  - M-F 8:00am - 4:00pm EST