**HOW TO MAKE AN MI VIDEO in 16 easy steps…**

USING THE COMPUTER IN 220 EBH (or 212 EBH)

(Get a key to the room from Brian, any psych faculty, or the admin assistants in 249 or 246 EBH):

1. In the “ask me anything” search box on the bottom left of the computer screen, type in “camera” (without the quotes) and then double click to open the camera app
2. Click on the video camera icon above the camera icon in the window that pops up.
3. Click on the settings wheel on the top left corner of the window.
4. Under Videos (not Photos), set the Video Quality to “120p 4:3 30fps” and close settings by clicking on the back arrow at the top left corner of the window. [You only have to do this step the first time you log on to the computer.]
5. Adjust camera as needed to capture you but not the client and click on the white video camera circle on the right middle of the screen to begin recording.
6. DO NOT minimize the video camera screen or it will stop recording; instead, simply open the MI website or canvas page in chrome/edge and maximize that so it fills the screen over the camera.
7. When done, close the MI website and click on the red button on the right middle of the camera screen to STOP recording.
8. The file will be saved as an .mp4 movie file that Windows Media Player can play.
9. To access the file, double click on the icon on your video that just appeared in the bottom right corner of the screen; then click on “See all photos” at the top left of the window & your file will open in a folder. You can close all the other popups that may appear.
10. Right-click on the camera icon at the very bottom of the big screen and select “close window.”
11. Now you can drag the file to the desktop and name it. Delete the original (non-desktop) file.
12. Insert your flash drive into the computer (if you have one, or you can save it on your M: drive).
13. Open “This PC” on the top left of the main screen.
14. Drag your .mp4 video file onto the appropriate drive in “my computer” (E: for flash drive or your M: drive) and let the copying begin!
15. Test the video to be sure it copied and then delete your original .mp4 file from the computer.
16. For ease of future videos, you can pin your camera app to the taskbar or desktop.