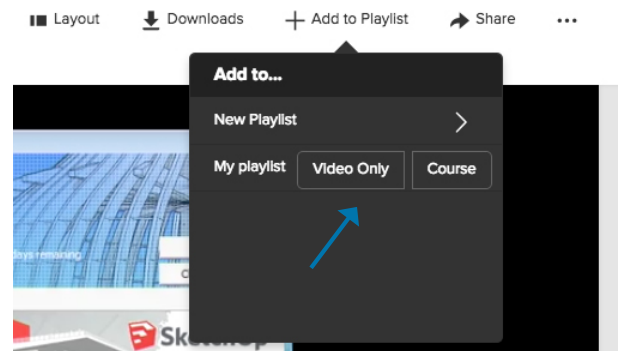


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ADD A VIDEO TO YOUR PLAYLIST:

Click on the **+** **Add to Playlist** menu item in the upper right corner of your window, and then click on the appropriate button to choose saving the individual video or the entire course to **My Playlist**.

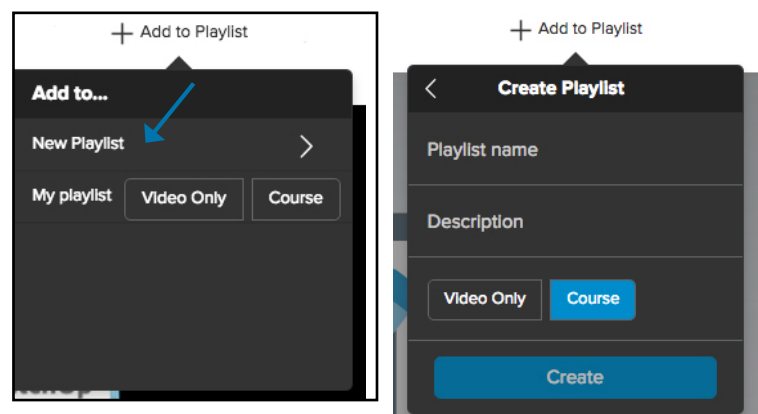


ADD A NEW PLAYLIST:

My Playlist is automatically created for you as a default. You cannot delete My Playlist, but you can create as many new ones as you'd like.

Click on the **+** **Add to Playlist** menu item and then click on **New Playlist**. When the box pops up enter the name of your new playlist and, if needed, a short description of your new playlist. You can choose Video Only or Course, but it's not necessary. Click the **Create** button to save your new playlist.

You can also add a playlist by hovering over your name in the upper right corner of your window and select **Playlists** in the dropdown box.



Need help?

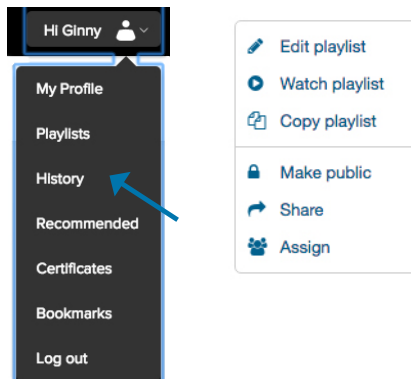
Contact the Help Desk at 518.388.6400 or HelpDesk@union.edu

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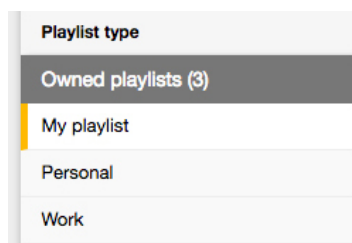
MANAGE YOUR PLAYLISTS:

Hover over your name in the upper right corner of your window and select **Playlists**.

Click on the **Edit Playlist** in the box in the upper right corner.

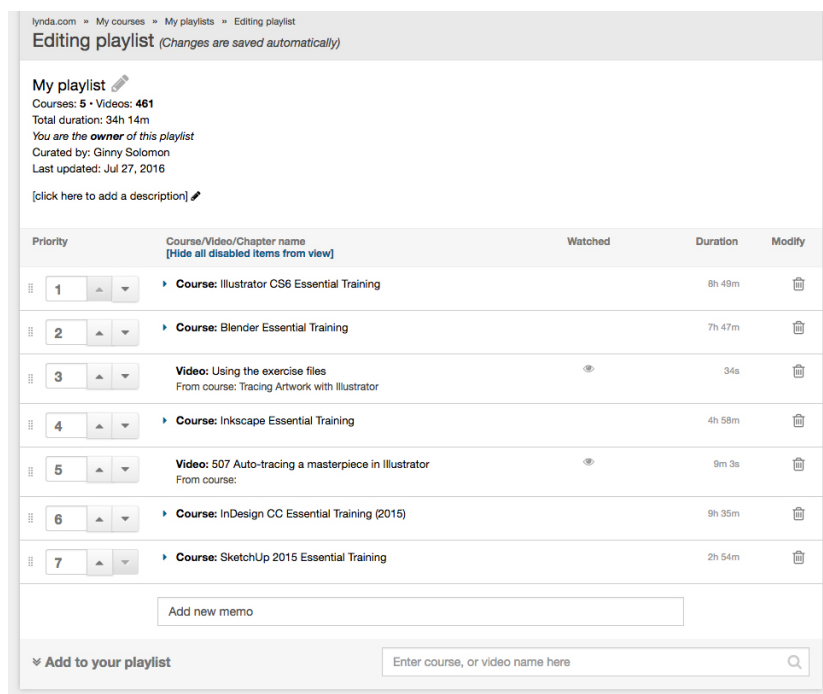


On the left side, click on the name of the playlist you'd like to edit. Notice the yellow bar that indicates that in this image the general My Playlist is being edited.



Click & grab the title to change the order.

Click the garbage can to delete the title from your playlist.



Need help?

Contact the Help Desk at 518.388.6400 or HelpDesk@union.edu