# To get started:

1. From the Video Express Room, log into your [account](https://videoexpress.purdue.edu/portal/Login) using your Purdue credentials.
2. Access your content by pressing the My Content option. Find the video you recorded in the Video Express Room.



1. Press the Actions option and select Upload to Kaltura.



1. Give a title for the video and be sure to leave the box checked for close captioning. Then press Submit.



1. You will receive an email from Kaltura when the video has finished captioning and is available for edits.
	1. *NOTE: Captions may take up to 48 hours depending on how busy the system is during the time of your submission.*
2. View your captioned media by logging into [Kaltura](https://mediaspace.itap.purdue.edu/), selecting Guest, and pressing Login.



1. Press My Media to view your Kaltura videos.

 

1. Find the video for which you requested captions and press the title of the video in blue.



1. Choose Actions in order to publish the video for others to see.
	1. *NOTE: Video settings:*
		1. *Private: visible only to you*
		2. *Unlisted: visible only to those with the link*
		3. *Published: visible to anyone within the Purdue network*



1. Press Save.
2. Press the CC icon and then Play in order to see the captions display for the video.

