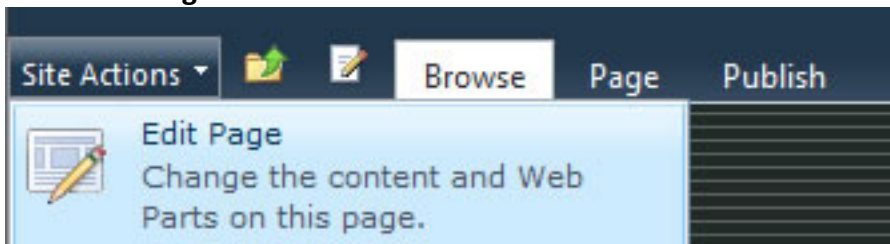


# How to use the media web part in SharePoint 2010

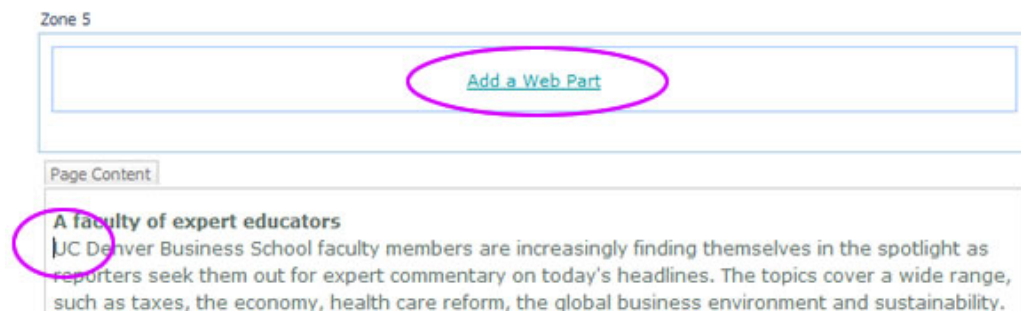
## Media Web Part

Use the **Media Web Part** to embed audio (MP3, MP4 or WMV) files in your pages.

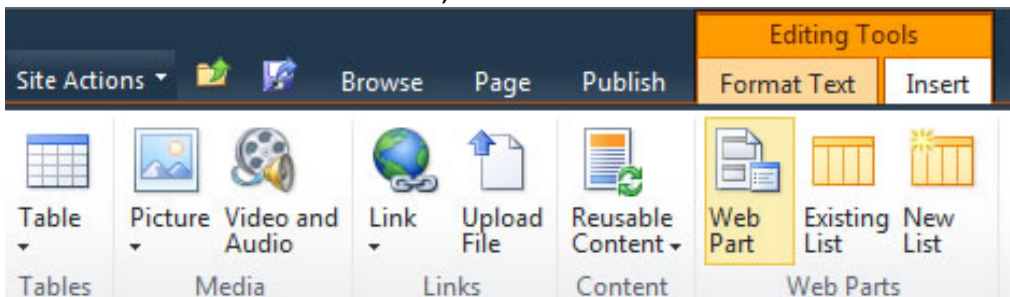
1. Navigate to the page where you would like a **Media Web Part** to appear.
2. Select **Edit Page** under the **Site Actions** menu.



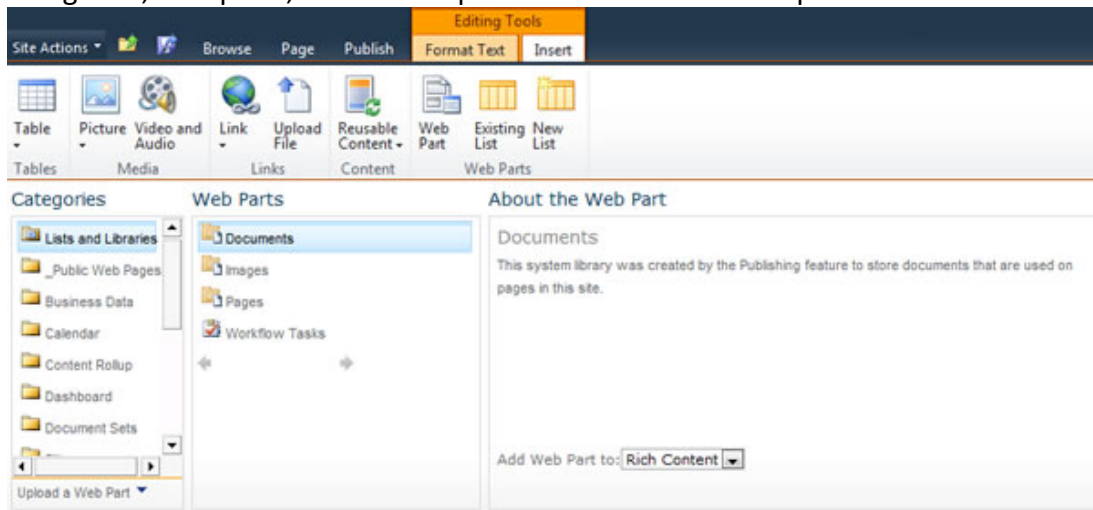
3. To insert a web part, choose **Add a Web Part** from one of the web part zones on the page, or place your cursor in a content area.



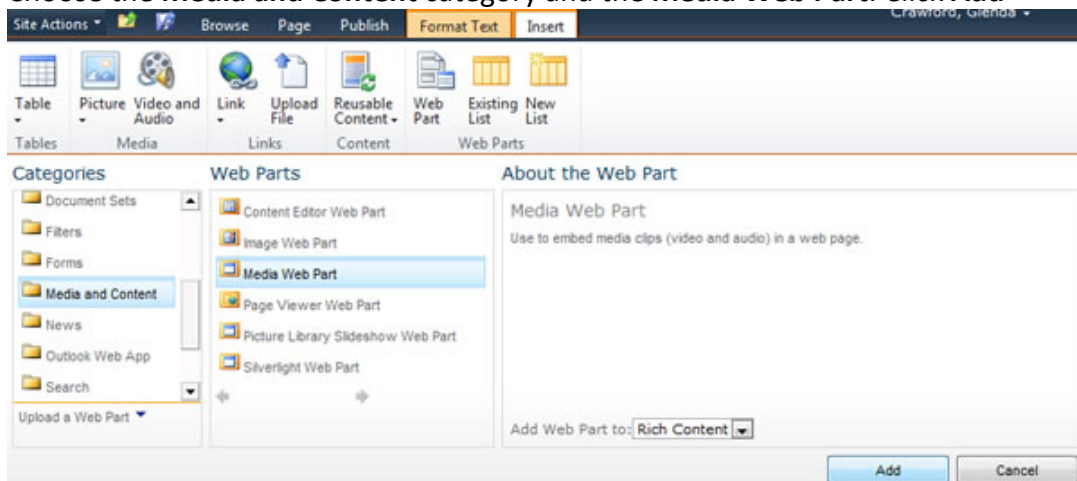
4. Select the Insert tab in the ribbon, select the **Web Part** button.



- The web part gallery will open underneath the ribbon. The web part gallery shows the categories, web parts, and a description of the selected web part.



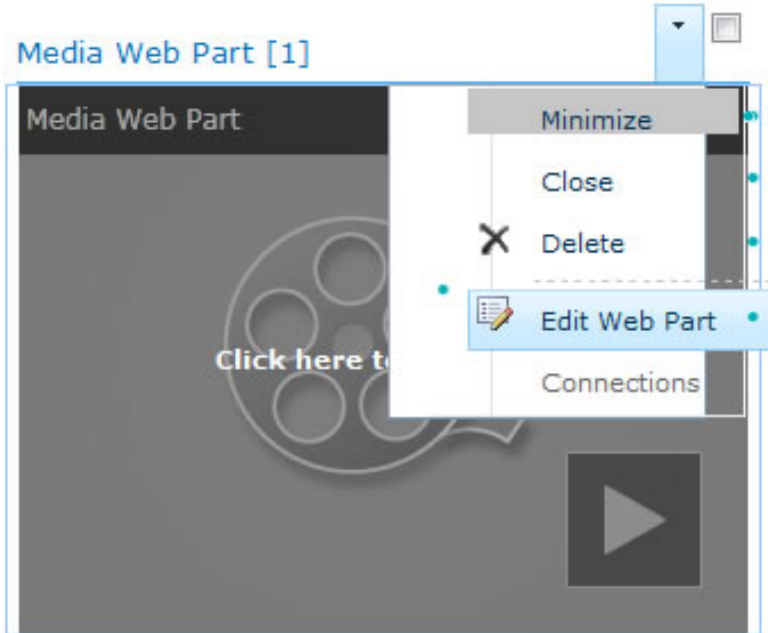
- Choose the **Media and Content** category and the **Media Web Part**. Click **Add**



- Once the **Media Web Part** is placed on your page, hover your mouse over the title of the web part **Media Web Part**. Select the drop arrow to the right side of this title.



Choose **Edit Web Part**

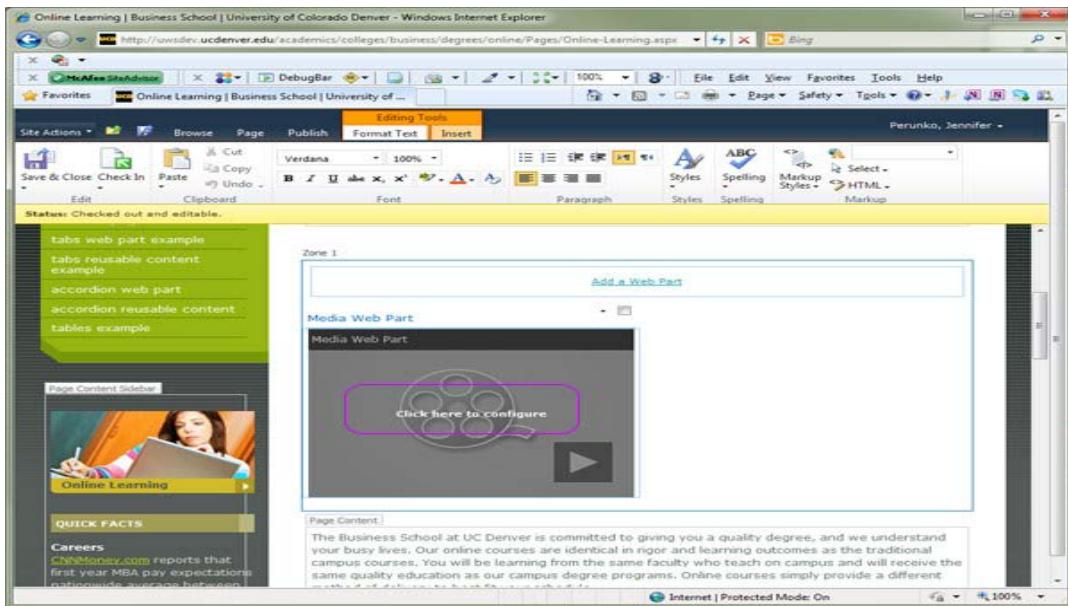


UC Denver Business School faculty members are increasingly finding themselves

8. In the **Edit Web Part** window located in the upper right of your screen, use the **Appearance** section to adjust the title and dimensions of the web part. Select **OK** to apply changes.

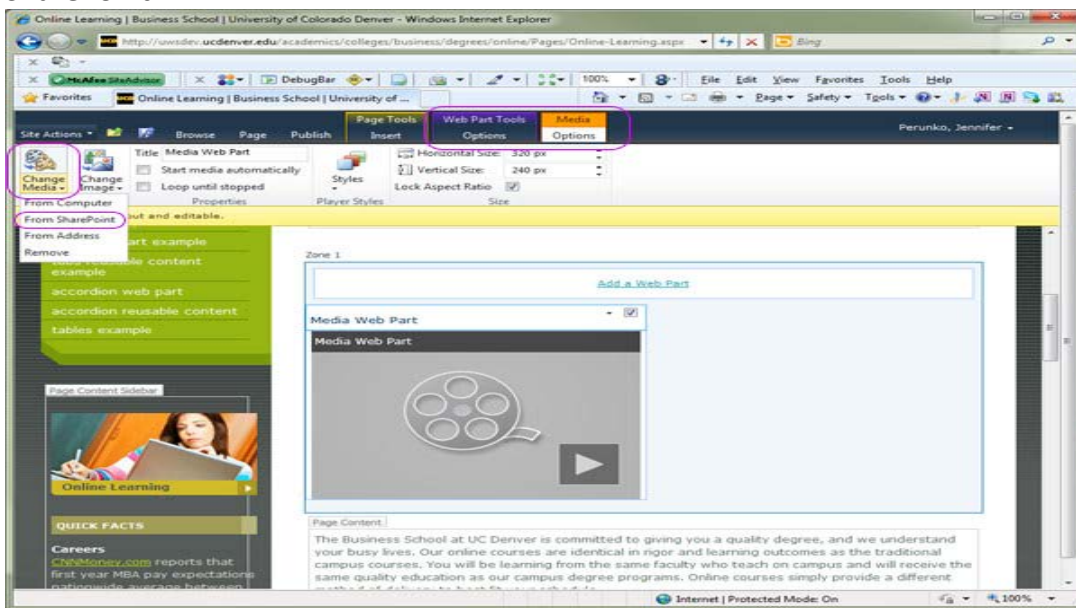


- To set up the web part to use your audio file, click **Click Here to Configure** on the Media Web Part.

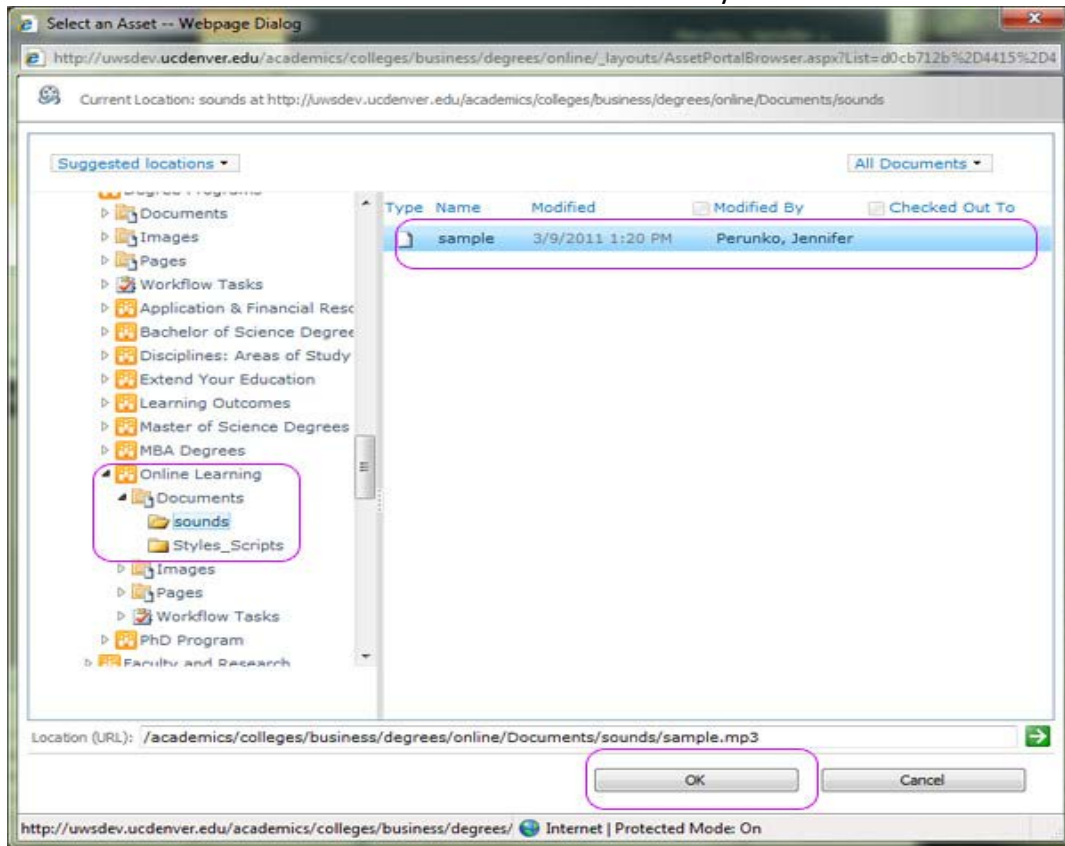


- The ribbon will change to reflect that you are now configuring the media web part.

- To browse to your audio file, select the **Change Media** button and choose **From SharePoint**

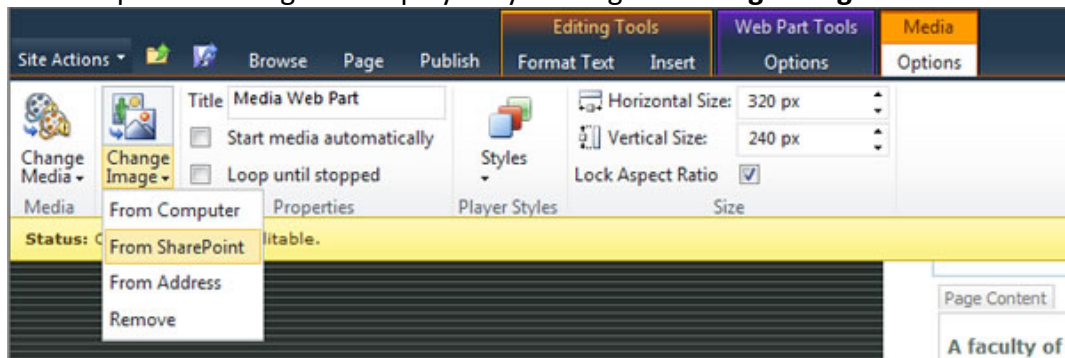


12. You will now see a **Select an Asset** window. Browse to your audio file



13. Select your audio file and click **OK**.

14. You can place an image in the player by clicking the **Change Image** button on the ribbon.

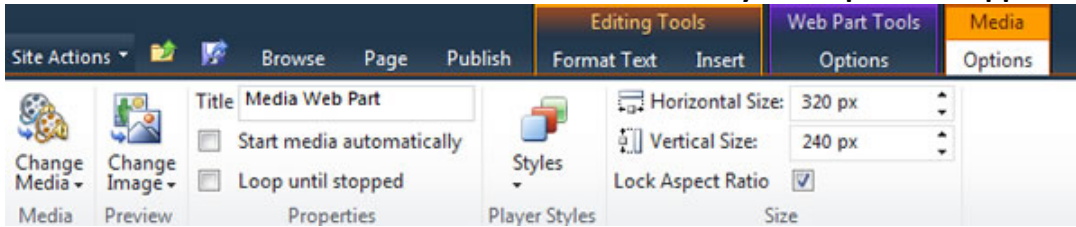


15. Browse to an image file, select it and click **OK**.

16. You can also use the media ribbon to change the title, size, style, and looping behaviors of the media player.

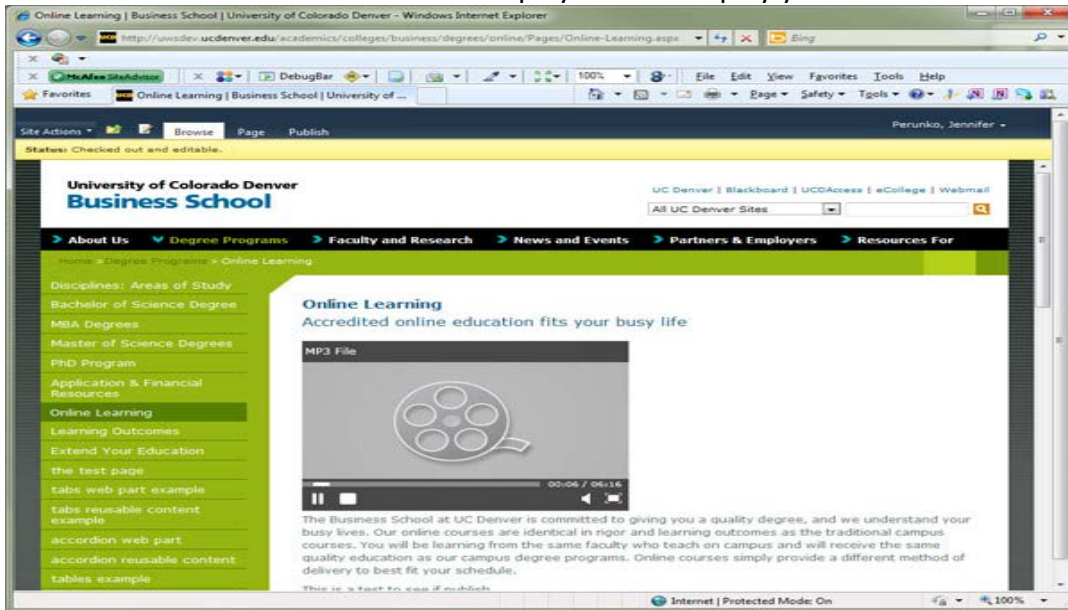


**NOTE: We do not recommend Start Media Automatically or Loop Until Stopped**



17. When you are done making adjustments, **Check In, Save and Close, or Publish** your page.

18. You should now see a **Media Web Part** player that will play your audio file.



**Note:** SharePoint may automatically add the documents library web part to the page. You can delete this web part from your page.