



Enterprise Podcasting End-User Guide

How to use the uStudio Desktop and Mobile Applications

What we'll cover in this end-user guide...

Mobile App Guide	02
Step 1: Download the App	02
Step 2: Log in to the App	03
Step 3: Start Using the App	04
Global Controls	04
Browse and Select Shows	05
Subscribing and Unsubscribing	06
Exploring and Playing Episodes	07
Accessing Playback Controls	08
Playback Controls and The Expanded Player	09
Frequently Asked Questions	10
Web App Guide	11
Step 1: Go to the Link and Log In	11
Step 2: Start Using the Web Application	12
Web App Play Controls	13



Congratulations!

Now that your company has started private podcasting, you've got access to a powerful new source of important information. Why podcasting? Podcasting is rapidly becoming one of the most popular ways to get great audio and video content delivered when and where you want it. Your company's new podcasting app gives you convenience and the ability to listen to company shows and episodes just about anywhere— whether at your desk, at home or on the go.



STEP 1

Download the App



SSO Users: Get the App

For iOS Users:

- Open the Apple Store App on your device
- Search for uStudio Enterprise Podcast
- Download the App from the Apple App Store

For Android Users:

- Navigate to the Google Play Store
- Search for uStudio Enterprise Podcast
- Download the App from the Google Play Store

Non-SSO Users: Accept the Email Invite

- Open the email from uStudio titled *"You have been invited to (your company name) Podcast."*
- Accept the invite by clicking the button in the email.
- Take note of the email address and password you set since this will be used to login to the application.
- If on a mobile device, click on the app store you use to download the app.

Quick Tip: The app download links are also available on the uStudio Website.

STEP 2 Log in to the App

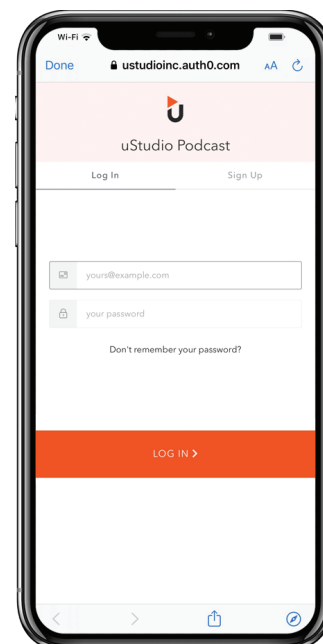
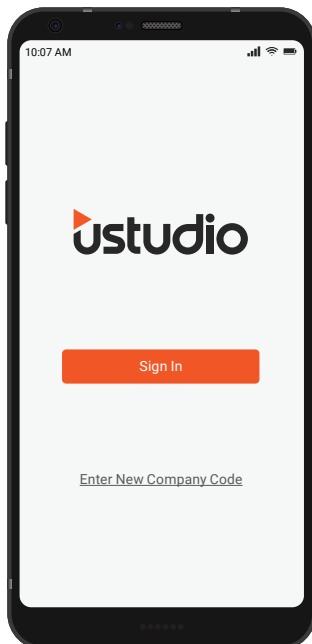
SSO Login for iOS and Android:

- Select to login. You will be taken to your company login screen.
- Enter your company code at the prompt. If you do not know your company code, please check with your corporate team lead for this information.
- Upon initial login click "sign up" at the top. Enter in your email and create a new password.
- You will be sent a validation email to the email you signed up with that you will need to validate in order to start using the app. Go to your email and validate your account.
- Go back to the app and log in with the credentials you initially set up.
- You will then be logged into the app.

Non-SSO Login for iOS and Android:

- Enter your corporate code at the prompt. If you don't know your corporate code, please check with your team leader for this information.
- Use the login credentials you set in step 1.
- Start Using the App!

Please contact your podcast administrator if you encounter any authentication issues.

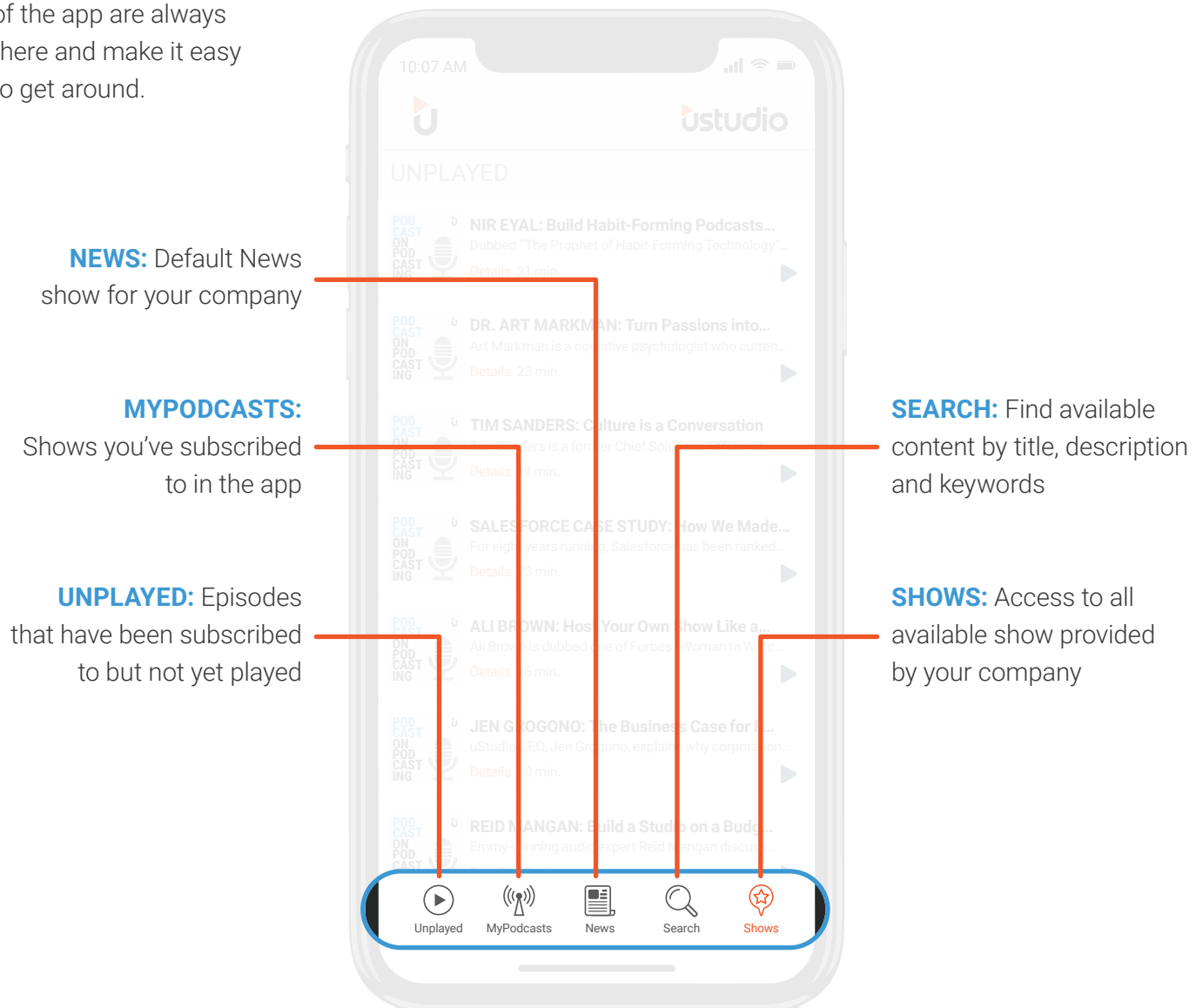


STEP 3 Start Using the App

The uStudio app has been designed to be very similar to popular consumer podcasting applications you may have already used. Here are the basic functions you'll find in the uStudio application:

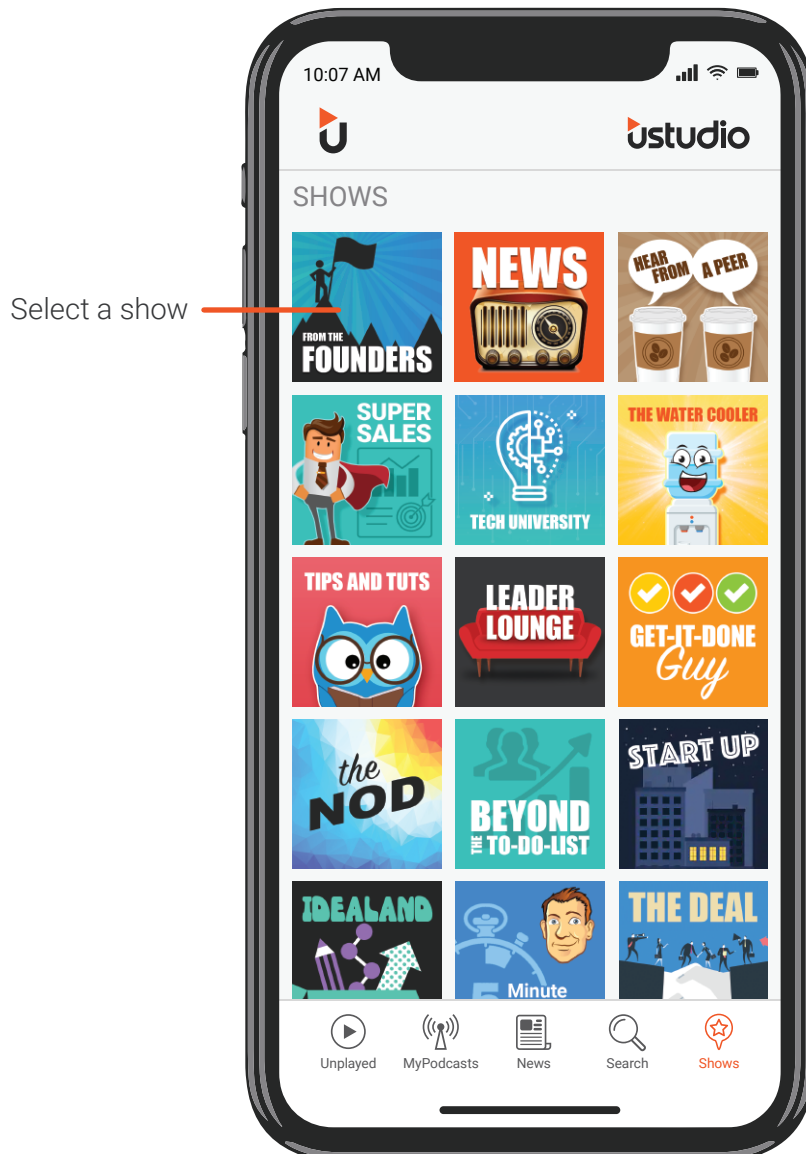
Global App Controls

The icons at the bottom of the app are always there and make it easy to get around.



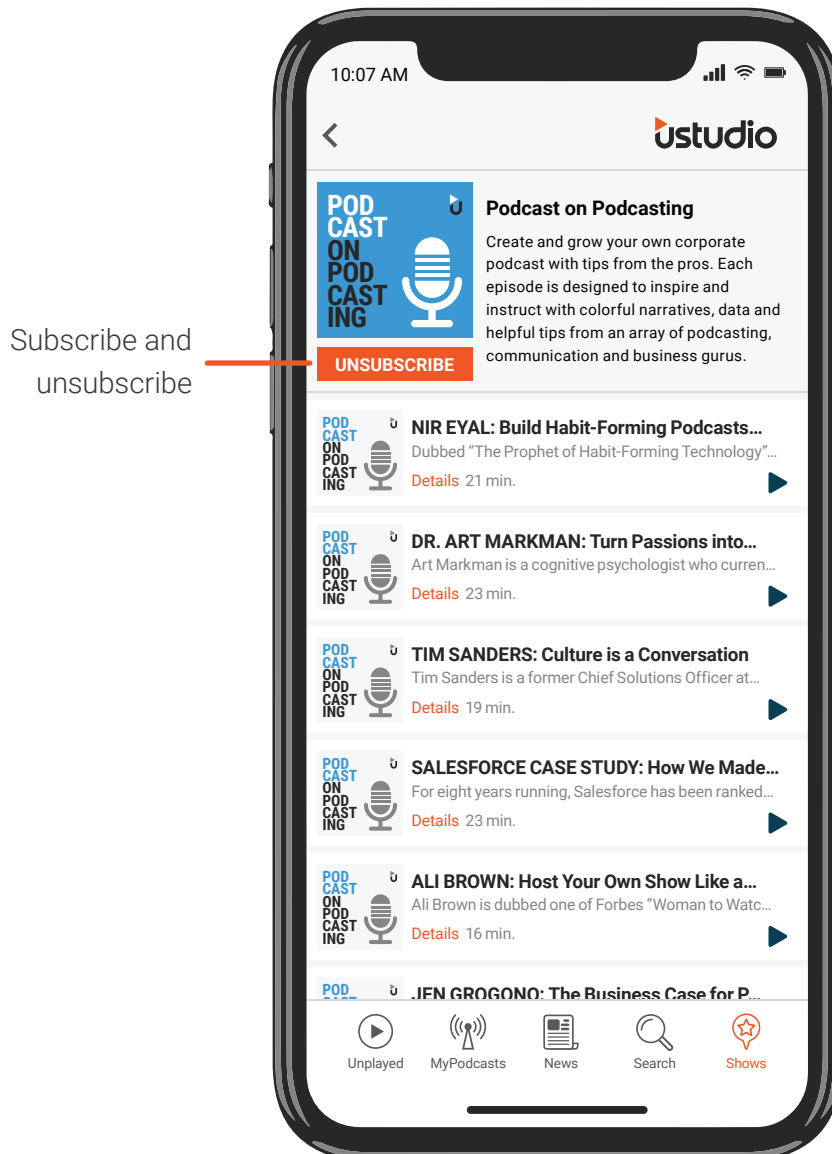
Browse and Select Shows

Choose any show to see its summary, episodes and the option to subscribe.



Subscribing and Unsubscribing

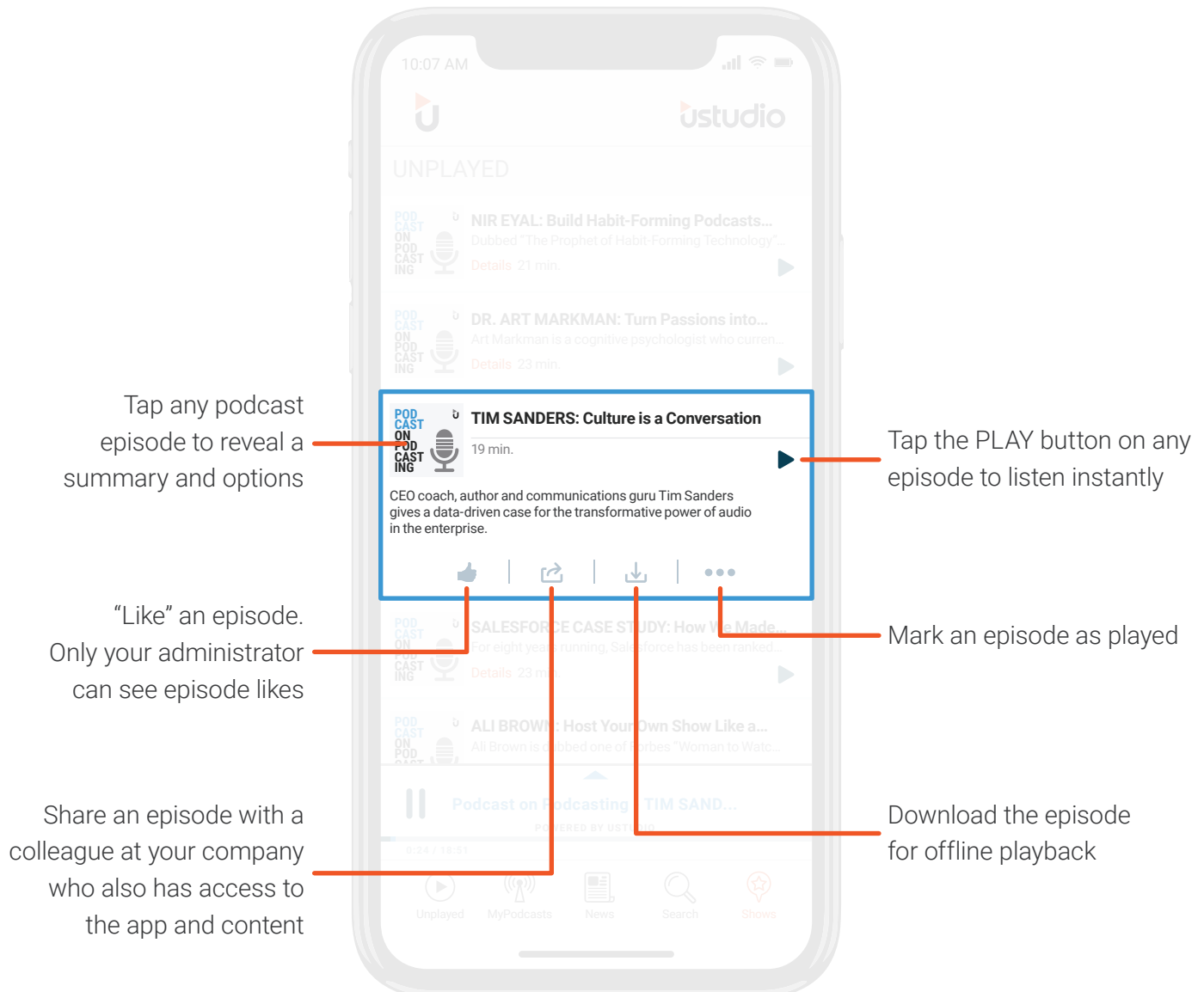
Just tap the orange button below any show icon to subscribe. If you're already subscribed to the show the button will read unsubscribe, and tapping it will unsubscribe you from that show.



Quick Tip: When you SUBSCRIBE or mark episodes as unplayed here, they will automatically be added to your queue.

Exploring and Playing Episodes

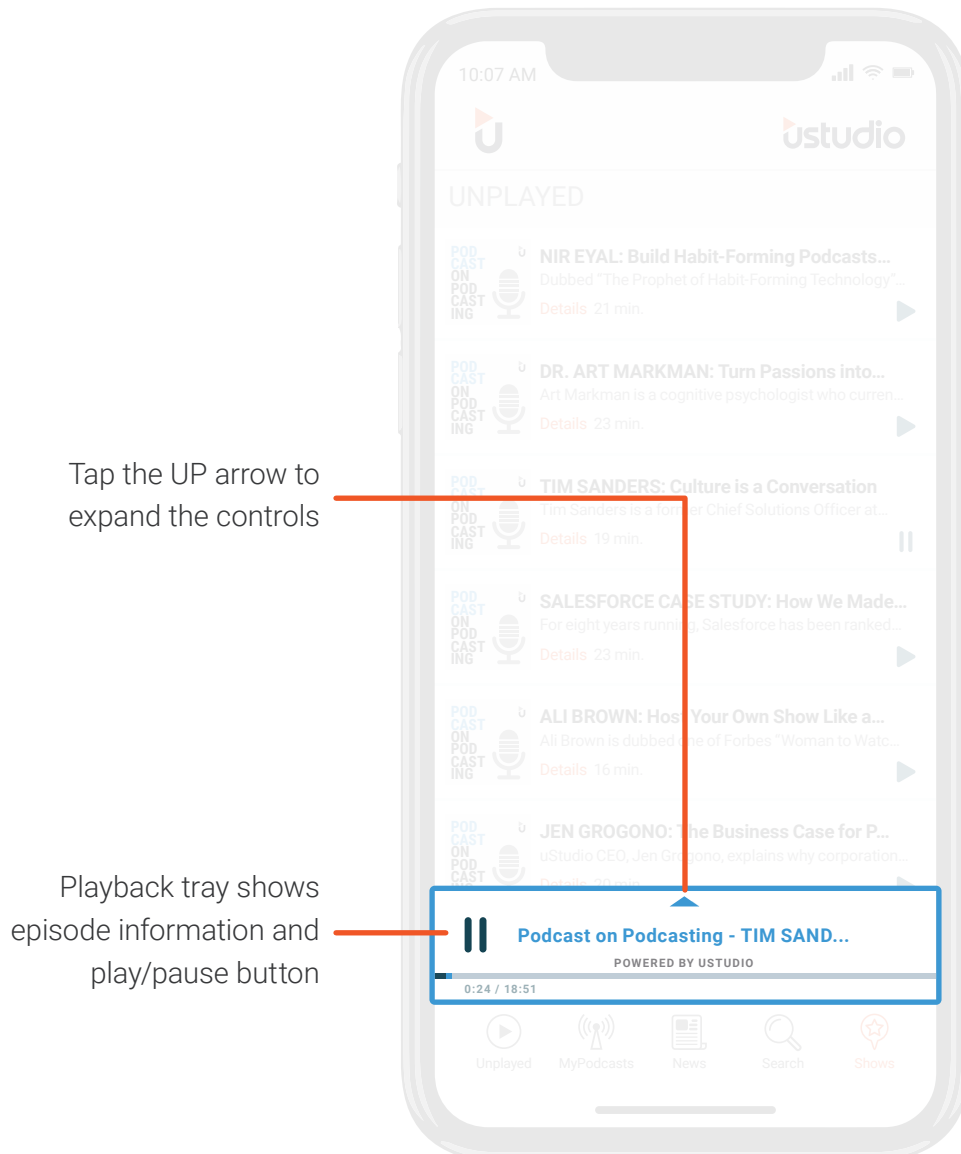
Unplayed episodes from shows you're subscribed to will appear in the order they will be played from top to bottom. Clicking "details" for a specific episode will redirect you to a screen where you will be able to view the episode description, like, share, download and mark episodes as played.



Quick Tip: Pull down on the screen when exploring episodes to refresh and display the very latest in your queue.

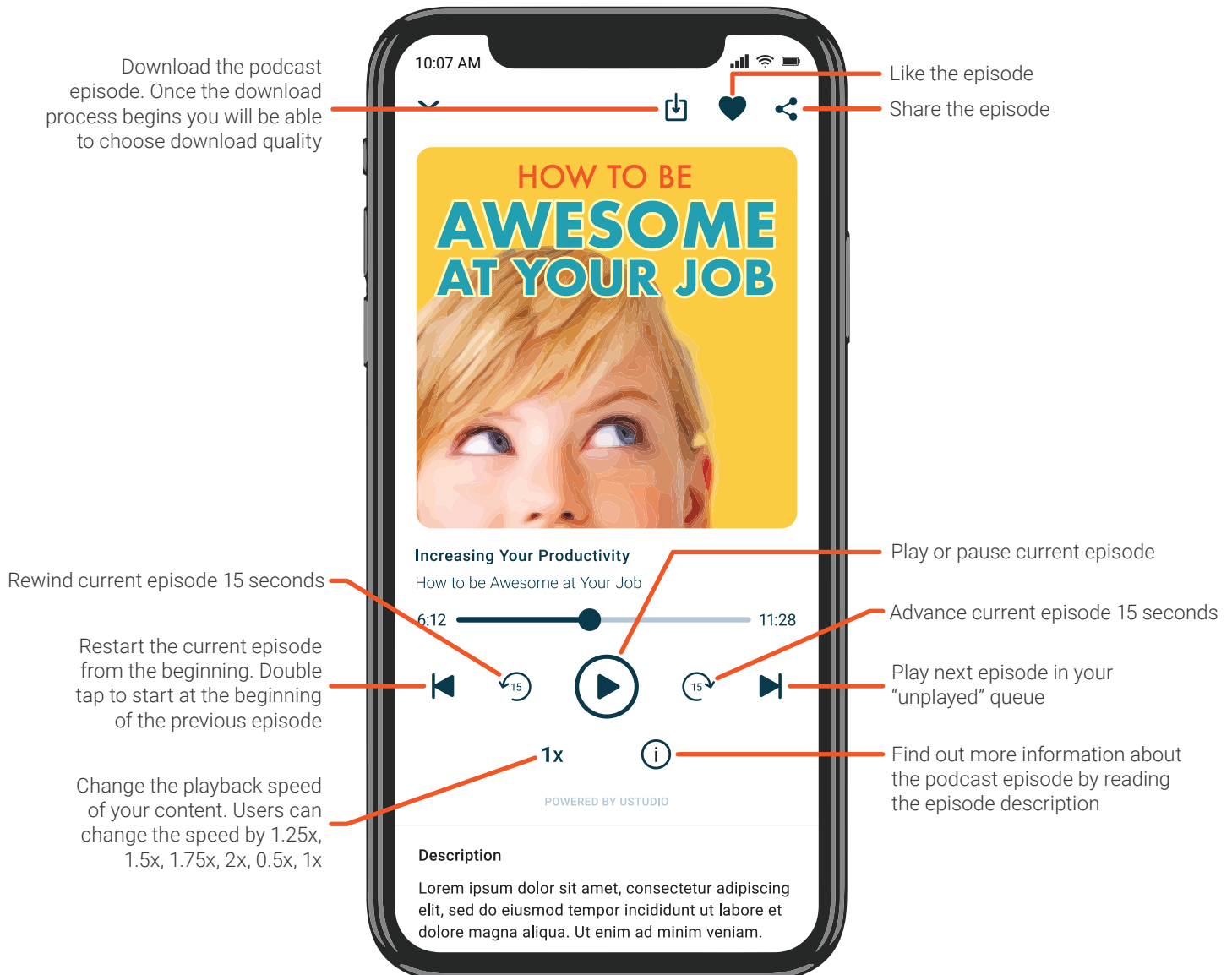
Accessing Playback Controls

Expand the playback strip on the currently playing episode to reveal the expanded player and more playback controls.



Playback Controls and The Expanded Player

Easily rewind and move forward between and within episodes, increase the variable play speed and much more.



Frequently Asked Questions

logging In:

I didn't get my verification email after signing up.

Make sure to check your spam folder for emails coming from notifications@ustudio.com. Add this email sender to trusted accounts and attempt to login again. If the email does not come through after adding to trusted accounts reach out to your IT team to see if the email is being stopped on their level.

When I try to login for the first time I am redirected to a page that displays "Unable to Authorize."

Check that your browser is connected to the internet when trying to login to the application for the first time. This error will display if the phone browser is not on Wi-Fi or connected to cellular data during the login process.

How to check this on an iPhone: Settings > Cellular > Safari and ensure it is enabled (ie. cellular data is turned on for Safari).

Push Notifications:

Why am I not getting push notifications when a new podcast comes out?

There are a few things that can keep you from getting your push notifications. Please make sure you have the following:

Have you subscribed to the show for which you would like to receive notifications? uStudio notifies users of new episodes for shows they are currently subscribed or when their company adds content to the news section.

Are notifications accepted and turned on in your phone settings? We respect the settings the user has placed on their phone for applications. When first subscribing to content, a request to allow notifications will display. If the request is declined notifications will be turned off for the application. If you are not getting push notifications but would like to, make sure you have them accepted through your phone settings.

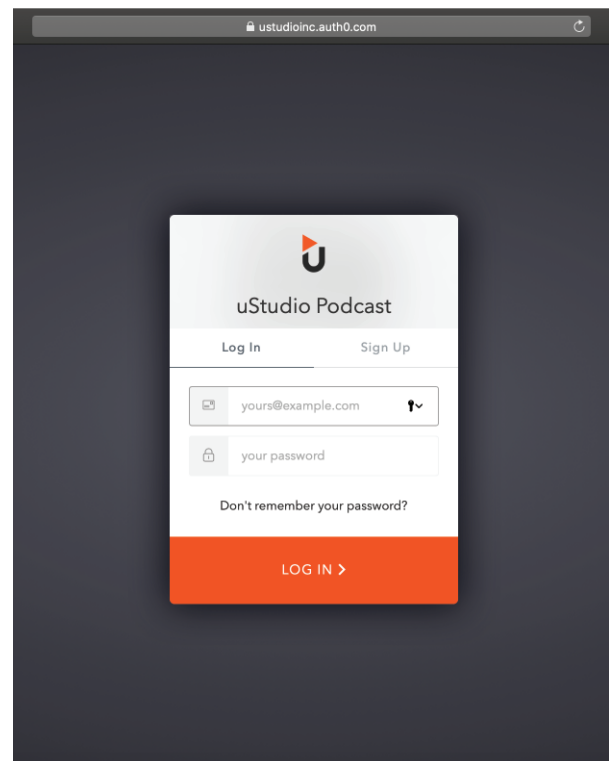
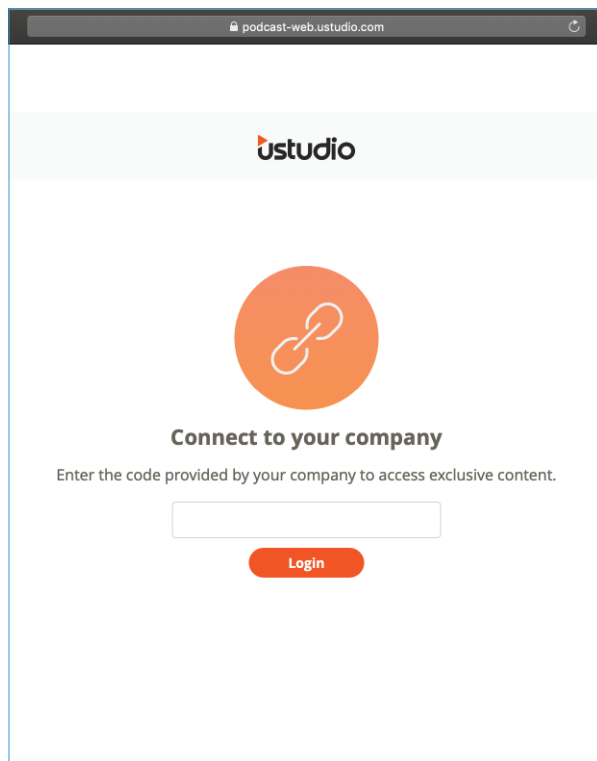
Web App Guide

Part of the uStudio Podcast offering is a web version of the application. This allows you to listen or watch your podcast content via a desktop when that is more convenient.

STEP 1 Go to the Link and Log In

Web App Login:

- Go to: <https://podcast-web.ustudio.com/>
- Enter your company code. If you do not know your company code, please check with your corporate team lead for this information.
- You will be taken to your company login screen. Use your standard company login credentials.
- You will then be logged into the uStudio web application.



STEP 2

Start Using the Web Application

Below is a visual walkthrough of basic functions that you'll find in the Web Application. Note that the uStudio web application is very similar to the uStudio mobile application.

The screenshot shows the uStudio web application interface. On the left is a sidebar with a list of podcasts: "Podcast on Podcasting", "5 Minute Marketing", "The Nod" (with a red notification badge showing '6'), "Start Up", and "Get-it-Done Guy". The main content area features a search bar at the top, a toggle for "my podcasts" (set to "all"), and a featured podcast "How to Be Awesome at Your Job". Below this is a list of episodes, each with a thumbnail, title, description, duration, and date. Annotations with red lines point to various UI elements:

- Select shows to see available podcast episodes in show:** Points to the podcast list in the sidebar.
- Toggle between all shows or subscribed shows:** Points to the "my podcasts" toggle.
- Search for content:** Points to the search bar.
- Subscribe or unsubscribe to podcast show:** Points to the "subscribe" button on the featured podcast.
- Notifications for new episodes appear next to the show title:** Points to the red badge with the number '6' next to "The Nod".
- Click title or episode icon to play episode:** Points to the episode title "Getting the Promotion You've Always Wanted".
- Toggle between all episodes and unplayed episodes available in a podcast show:** Points to the "unplayed" and "all" toggle buttons.

Web App Play Controls

The screenshot displays the uStudio web app interface. On the left, a sidebar lists podcasts: 'Podcast on Podcasting' (2 episodes), '5 Minute Marketing' (1 episode), 'The Nod' (6 episodes), 'Start Up' (24 episodes), and 'Get-it-Done Guy' (3 episodes). The main content area shows a search bar and a list of episodes. The top episode is 'How to Be Awesome at Your Job' by BOLDmedia, with 74 episodes and an update date of October 1, 2018. Below it is 'Increasing Your Productivity' and 'Being a Great Leader'. A blue box highlights the playback controls for the 'Being a Great Leader' episode. The controls include a play/pause button, a 15-second rewind button, a 15-second advance button, and a volume slider. A progress bar shows the current position at 6:12 out of 11:28. Red lines connect text labels to the corresponding controls: 'current episode playing' points to the play/pause button, 'Play or pause current episode' points to the play/pause button, 'Advance current episode 15 seconds**' points to the 15-second advance button, 'Rewind to the beginning of the episode' points to the 15-second rewind button, 'Rewind current episode 15 seconds' points to the 15-second rewind button, and 'Play next episode in your "unplayed" queue' points to the 15-second advance button.

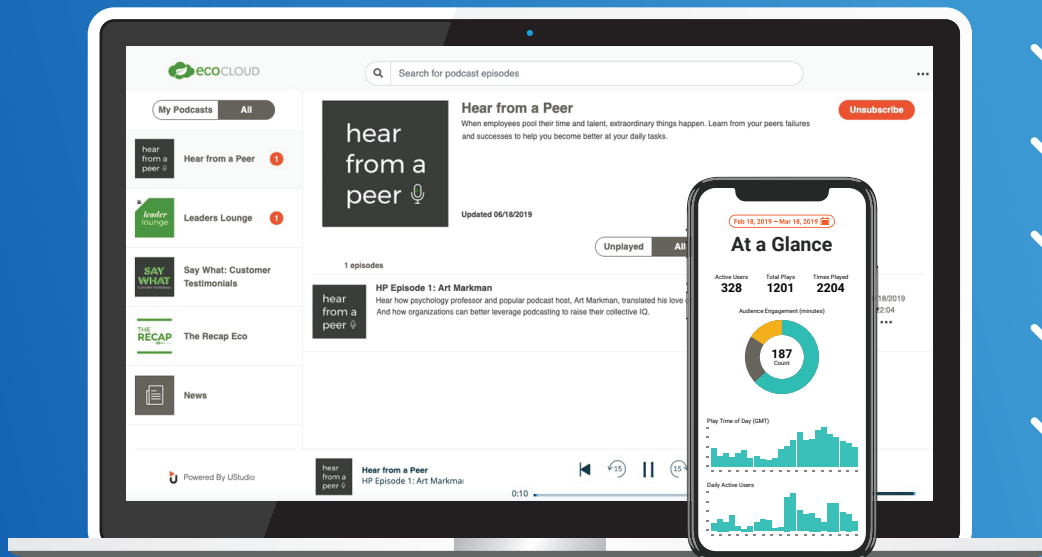
Questions? Check out our FAQ Page or Blog for helpful uStudio resources. uStudio customers who have technical questions or issues can contact support@ustudio.com. Happy podcasting!

Modernize the way your business communicates. uStudio's private podcast solutions allows businesses to deliver corporate audio and video content securely to any device in a modern, mobile-first experience. Our customers are reinventing employee, customer & partner experiences using uStudio's marketing-leading tools for podcasting and complete media management. uStudio's secure mobile and desktop products are purpose-built for enterprise use cases, helping business leaders reach increasingly remote and hard-to-engage employees with 5x the effectiveness of traditional channels. Our patented media platform delivers turnkey solutions for everything from town hall meetings to more effective sales training and customer success programs. This is why market leaders like Nike, Universal Music, Astellas, Facebook, Dell and Kohl's leverage uStudio's media solutions for speed, scale and competitive advantage.

Learn more and request a free personalized demo at <https://ustudio.com>

Media Solutions for Business

Deliver corporate audio and video content securely to any device in a modern, mobile-first experience



- ✓ Web & Mobile Apps
- ✓ Live & On Demand
- ✓ More Convenient
- ✓ Private & Secure
- ✓ High Engagement

GET STARTED TODAY!