Enterprise Podcasting End-User Guide

How to use the uStudio Desktop and Mobile Applications

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

Version 1.35

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:

a. Open the Apple Store App on your device

b. Search for uStudio Enterprise Podcast

c. Download the App from the Apple App Store

For Android Users:

a. Navigate to the Google Play Store

b. Search for uStudio Enterprise Podcast

c. Download the App from the Google Play Store

Non-SSO Users: Accept the Email Invite

a. Open the email from uStudio titled *"You have been invited to (your company name) Podcast."*

b. Accept the invite by clicking the button in the email.

c. Take note of the email address and password you set since this will be used to login to the application.

d. 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.
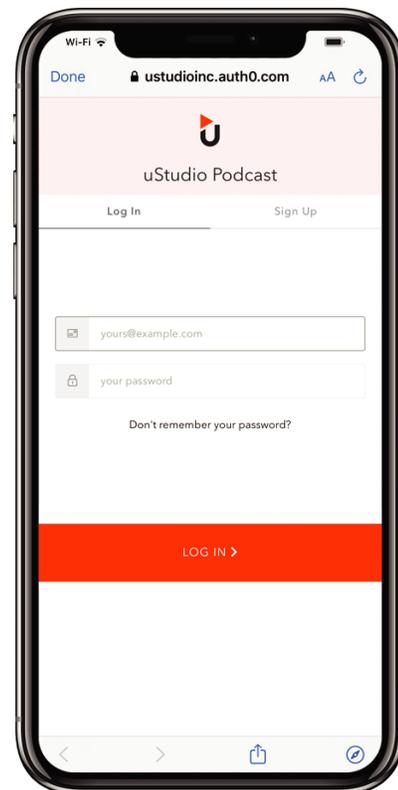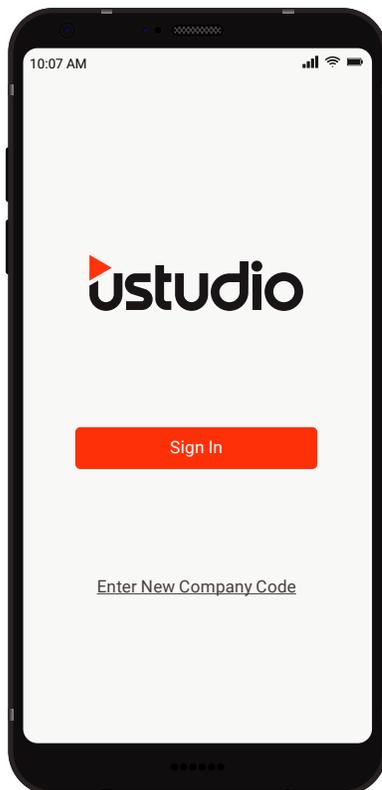
STEP 2 — Log in to the App

SSO Login for iOS and Android:

a. 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.

b. Click "Sign In." From here, you'll be redirected to your identity provider (iDP).

c. Enter your credentials to sign in when prompted by your iDP.

d. You will be logged into the app if you've been given access.

Non-SSO Login for iOS and Android:

a. Enter your corporate code at the prompt. If you don't know your corporate code, please check with your team leader for this information.

b. Use the login credentials you set in step 1.

c. 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.

NEWS: Default News show for your company

SEARCH: Find available content by title, description and keywords

My Library: Displays followed shows and unplayed episodes.

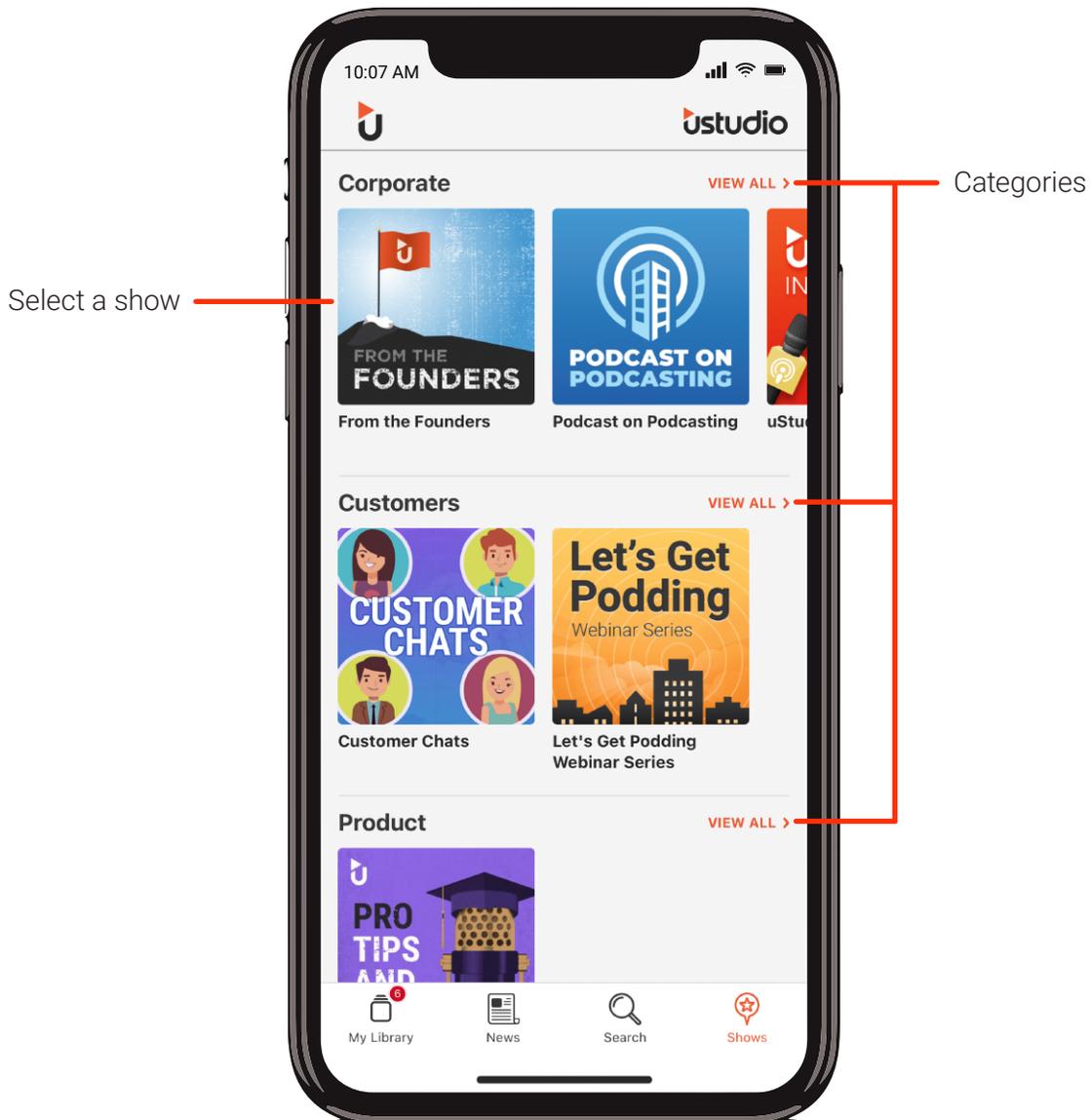A red indicator badge will appear if there are unplayed episodes in the list.

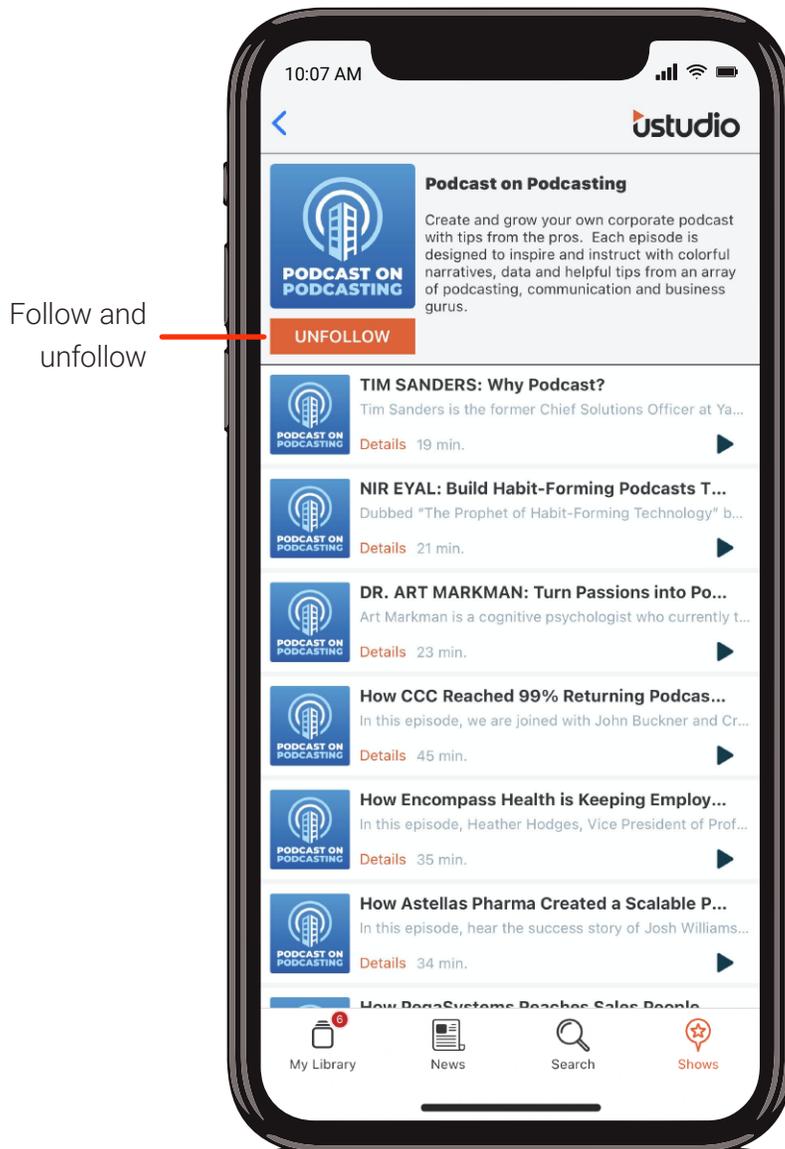**SHOWS:** Access to all available show provided by your company

Browse Categories and Select Shows

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

Categories

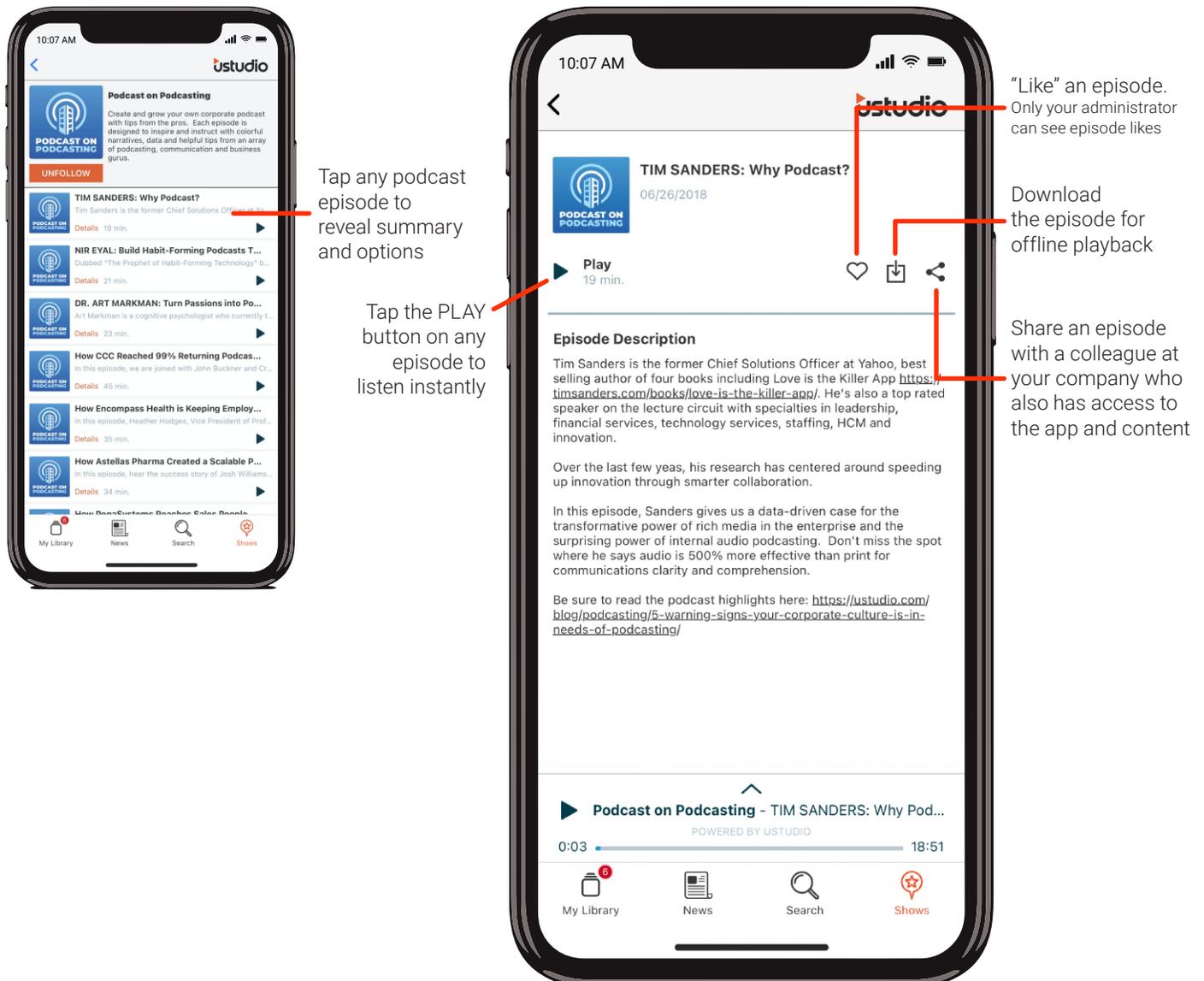Select a show

Following and Unfollowing

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

Follow and unfollow —

Quick Tip: When you follow 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.

Tap any podcast episode to reveal summary and options

Tap the PLAY button on any episode to listen instantly

"Like" an episode. Only your administrator can see episode likes

Download the episode for offline playback

Share an episode with a colleague at your company who also has access to the app and content

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.

Tap the UP arrow to expand the controls

Playback tray shows episode information and play/pause button

Playback Controls and The Expanded Player

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

Like the episode

Download the podcast episode. Once the download process begins you will be able to choose download quality

Share the episode

Play or pause current episode

Rewind current episode 15 seconds

Advance current episode 15 seconds

Restart the current episode from the beginning. Double tap to start at the beginning of the previous episode

Play next episode in your "unplayed" queue

Change the playback speed of your content. Users can change the speed by 1.25x, 1.5x, 1.75x, 2x, 0.5x, 1x

Find out more information about the podcast episode by reading the episode description

iOS Home Screen Icon Indicator Badge

The badge overlay will show a red dot on the uStudio app icon that contains the number of episodes in an audience member's unplayed list.

Unplayed episode
indicator badge

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 followed, aka 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.
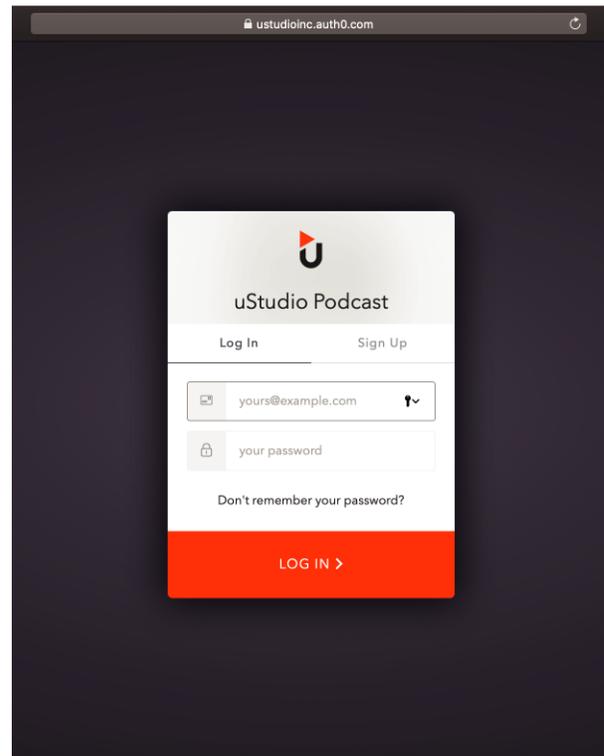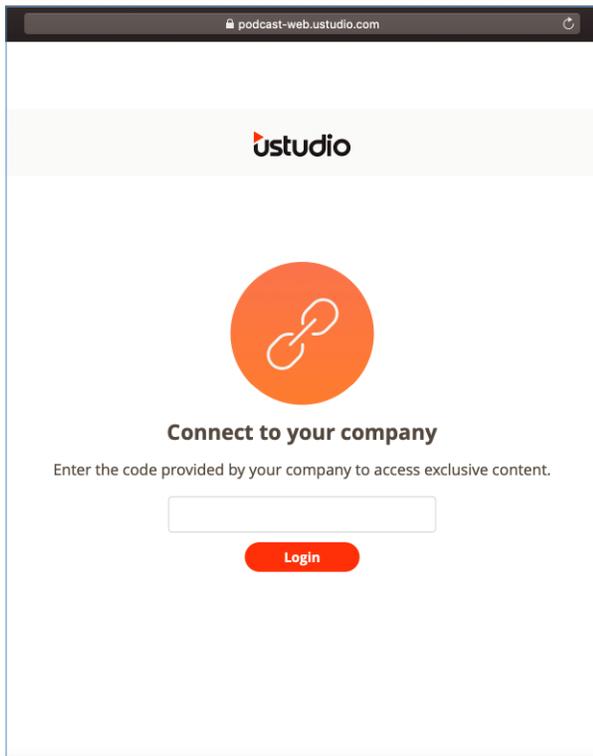
Web App Guide

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:

a. Go to: https://podcast-web.ustudio.com/

b. Enter your company code. If you do not know your company code, please check with your corporate team lead for this information.

c. You will be taken to your company login screen. Use your standard company login credentials.

d. 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.

Select categories to see available shows

Toggle between all shows or subscribed shows

Search for content

Follow or unfollow podcast show

Select shows to see available podcast episodes in show

Notifications for new episodes appear next to the show title

Click title or episode icon to play episode

Toggle between all episodes and unplayed episodes available in a podcast show

Web App Play Controls

Play or pause
current episode

Advance current
episode 15 seconds

Current episode playing

Rewind to the beginning
of the episode

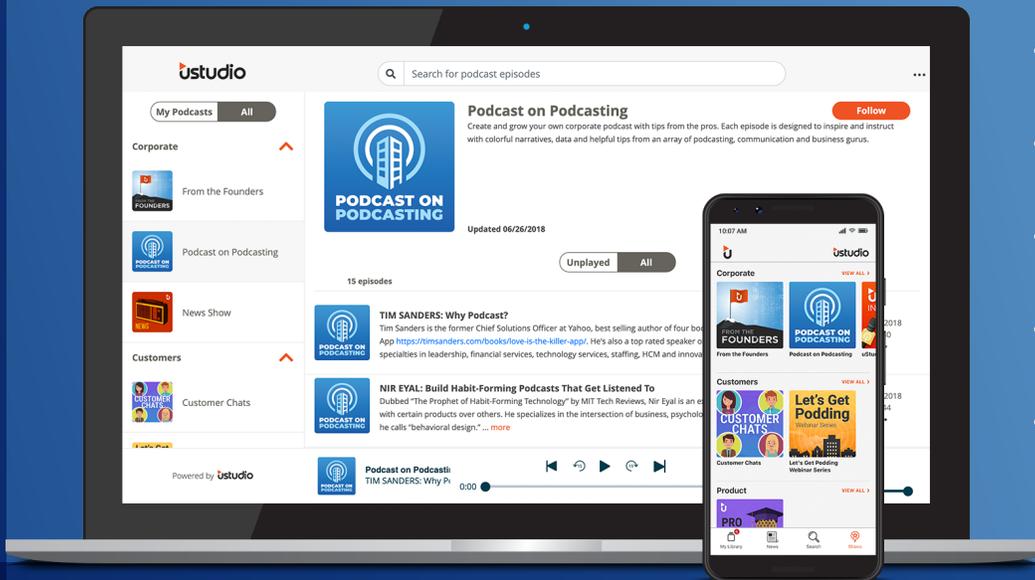Rewind current
episode 15 seconds

Play next episode in
your "unplayed" queue

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!