

Accessing Villanova iTunes U.

1. Go to following link:

<http://deimos.apple.com/WebObjects/Core.woa/Browse/villanova.edu>

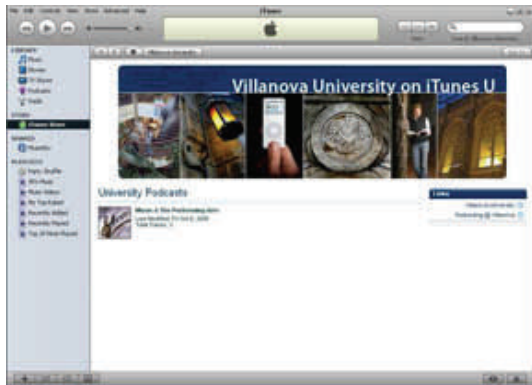
Please note that the Villanova homepage, and the Faculty/Staff, Student, and Alumni sections on the Villanova homepage will also provide either this link or access to Villanova iTunes U.

2. If you already have iTunes installed on your computer, click "**I have iTunes**". If you do not have iTunes, click "**I do not have iTunes**" and you will be sent to the Apple website to download and install iTunes.

3. iTunes will now open.

4. An "**iTunes Setup Assistant**" window may appear. *If you wish to use this feature, click "Ok" or if not, click "Cancel".*

5. "**Villanova iTunes U**" should now appear.



Downloading Villanova Podcasts/MP3s to your Computer:

1. Open "**Villanova iTunes U**". (See "**Accessing Villanova iTunes U.**" for instructions)

2. Below the "**University Podcasts**" section of "**Villanova iTunes U**", click on the podcast category you want to download your podcast/mp3 from (e.g. If you want to download the "**Villanova Fight Song**", then you would single-click the "**Music & the Performing Arts**" podcast category)

3. You should now see all the podcasts/mp3s for that category. To download a particular podcast/mp3, single-click the "**Get Song**" button next to the podcast/mp3 you want to download . (e.g. To download the "**Villanova University Fight Song**", single-click the "**Get Song**" button next to "**Villanova University Fight Song**" mp3.

4. iTunes will now download that podcast/mp3.

5. To access your newly downloaded podcast/mp3, look on the left-hand side of the iTunes window. Under the "**Playlists**" section, look for the "**Villanova University Folder**". Under this folder single-click on the podcast category you downloaded your podcast/mp3 from.

6. Upon single-clicking the podcast category, you should now see your downloaded podcast/mp3.

7. To play the podcast/song, double-click the podcast/song.

8. The song information and audio player controls (Rewind, Play/Pause, Fast Forward, and Volume Controls) are all available at the top of the iTunes program window.

Downloading Villanova Podcasts/MP3s to iPod/MP3 Player:

1. Insert your iPod/MP3 player into your computer

2. You should see your connected iPod/MP3 player under the "**Devices**" section and your iPod/MP3 player information should appear in the central iTunes window

3. Find the podcast/mp3 you want to download to your iPod/MP3 player under "**Villanova University**" folder. Single-click and drag the podcast/mp3 you want over to your iPod/MP3 player under the "**Devices**" section. Release your mouse once your iPod/MP3 player icon is outlined in **Blue**.

4. To view/play the podcast/mp3 off your iPod/mp3 player, single-click the "**Music**" icon listed underneath your iPod/MP3 player.



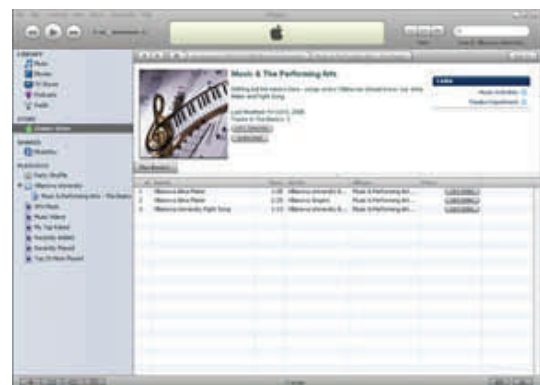
Subscribing to Villanova Podcasts:

1. To subscribe to a particular podcast, single-click the podcast you want to subscribe to.

2. Single-Click the "**Subscribe**" button

3. To confirm you have subscribed to a podcast, single-click the "**Podcasts**" link under the "**Library**" section. You should now see all of your subscribed podcasts.

4. To adjust the settings of a particular podcast (i.e. when to check for new episodes, what to do with new episodes, etc...), single-click the podcast and single-click the "**Settings**" button at the bottom of the iTunes program window.



Contact CIT at 610-519-7777 or cit@villanova.edu