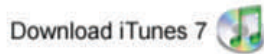


Accessing Philadelphia University iTunes U.

1. Go to the following link:

<http://itunes.philau.edu>

2. If you do not have iTunes installed on your computer, click



If you do have iTunes, skip to step 3.

3. Click **click here to launch iTunes U**
4. When prompted, enter your PhilaU **username** and password.
5. Philadelphia iTunes U will appear.



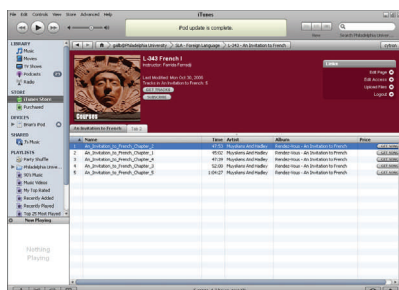
Downloading PhilaU Podcasts:

1. Open **Philadelphia Univ. iTunes U**.
2. Below the heading section of “Philadelphia University on iTunes U. logo”, click on the **podcast category you want to download your podcast/mp3 from**.
3. For example, if I click **Foreign Language**, you will see all of the courses in that program.
4. To see all of the available podcasts/mp3 for L-343 French I, click on the icon or text that says, **“L-343 French I.”**
5. To download a particular podcast, single-click the **“Get Song”** button next to the podcast you want to download .
6. Under the “Playlists” section, look for the **“Philadelphia University Folder.”**
7. To play the podcast/song, double-click the **podcast/song**.

Subscribing to Philadelphia Univ. Podcasts:

1. To subscribe to a particular podcast, click the **podcast** you want to subscribe to.
2. Click the **Subscribe** button.
3. To confirm that you have subscribed to a podcast, click the **“Podcasts”** link under the **“Library”** section.
4. To adjust the settings of a particular podcast (i.e. when to check for new episodes, etc.), click the **podcast** and the **“Settings”** button at the bottom of the iTunes program window.

Note: If a podcast has more than one episode, only the most recent episode will download. To download the rest of the episodes, simply follow the instructions in the upper-right hand side of this



Downloading PhilaU Podcasts to your iPod:

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 **“Philadelphia University.”**
4. Click and drag the podcast/MP3 you want over to your iPod/MP3 player under the **“Devices”** section. Release your mouse once the player icon is outlined in **Blue**.
5. To view/play the file, click the appropriate icon underneath your iPod/MP3 player.

