Quick guide to creating a “McGill University Playlist” in Naxos Music Library and Naxos Music Library Jazz

1. To create a Naxos playlist for McGill-use only (for example, to share with students in a course), you will need special login credentials. Contact music.library@mcgill.ca to obtain the username and password for professor playlists.

2. Once you have the login details, navigate to Naxos Music Library or Naxos Music Library Jazz.

3. If you are already logged in through VPN or EZproxy, click the red Log-out icon in the top left.

4. On the right-hand side of the Naxos Library website there should now be an option for subscriber logins. Enter the Username and Password obtained from the Music Library.

5. Click the Playlists tab, and then select McGill University Playlists to create a playlist visible to all McGill users.

6. Once in the McGill University tab, you can create playlist folders or individual playlists within an existing playlist folder. Click “New Playlist” and in the window that pops up, select where you would like the new playlist in the sequence of that folder. It will default to being the last playlist in the folder if you do not select otherwise.

7. Alternatively, you can create playlists and add items to a playlist from an Album page:

   Once you have found the album page for the music you need, select the tracks you would like to add to a playlist by checking the boxes next to the track names.

   i. Click the “Add to Playlist” button on the left side of the screen, below the album art.
   ii. In the window that pops up, select the appropriate tab and folder from the dropdown menus. In the “Playlists” menu, select “Create New Playlist”.
   iii. Select where you would like the new playlist in the sequence of that folder. It will default to being the last playlist in the folder if you do not select otherwise.
   iv. Name the playlist and add the author’s name and any remarks.
   v. Click “Add to Playlist”.

For further information about creating Naxos playlists, please see the Naxos Playlist User Guide.