

Sharing a video by uploading it to a Cloud Service

Step 1:

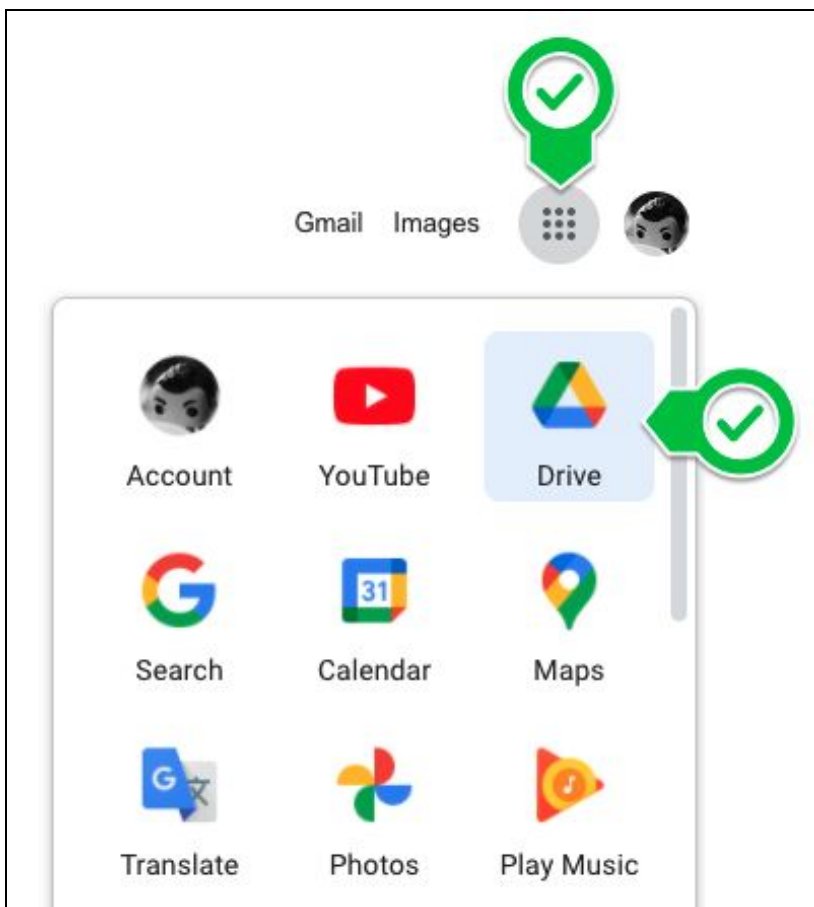
Once you've created your presentation save it to your computer (or device) as an .mp4 (Windows or MacOS) file. This is a video file that your instructor will be able to easily view.

Step 2:

You will want to upload the video file to a cloud service such as DropBox, Microsoft OneDrive or Google Drive. The instructions that follow are for Google Drive however it will be very similar for other cloud based storage tools.

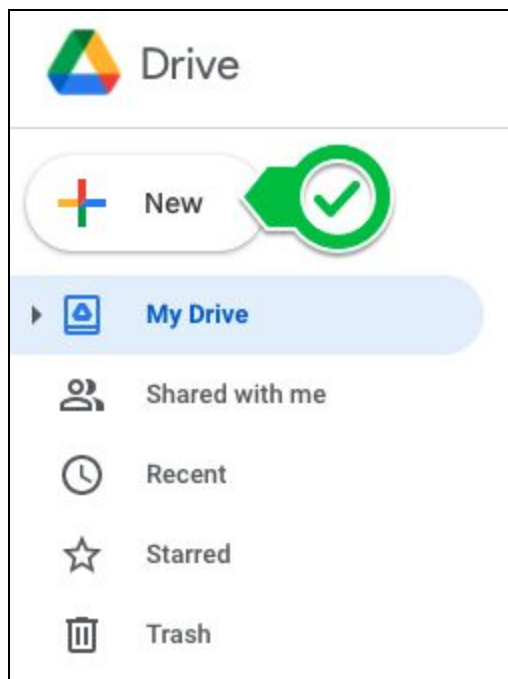
Step 3:

Login to your Google account, click on the little dot grid to the left of your avatar and select **Drive** from the drop-down menu.

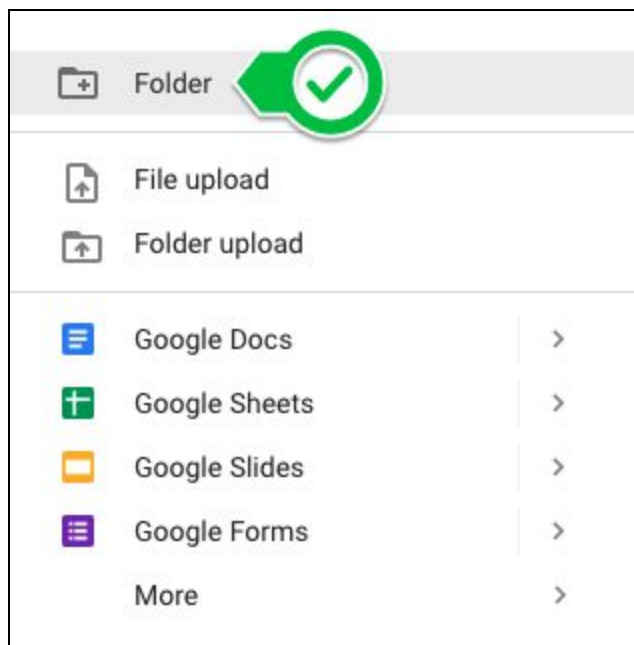


Step 4:

Select **+ New** from the following screen. This will allow you to create a new folder where you can upload your video.

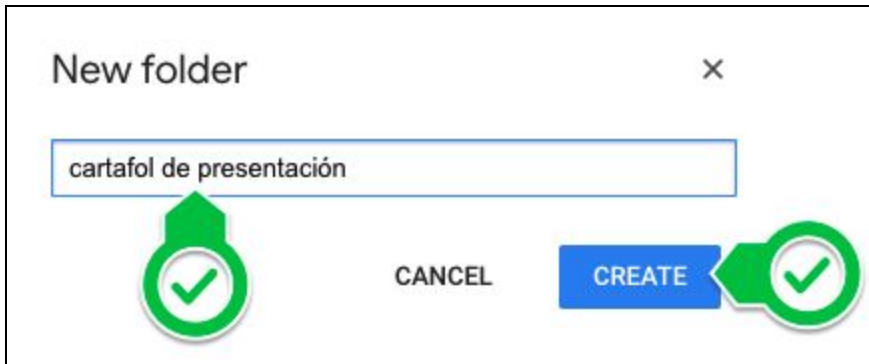
**Step 5:**

On the resulting drop-down menu select **Folder** to create a new folder.

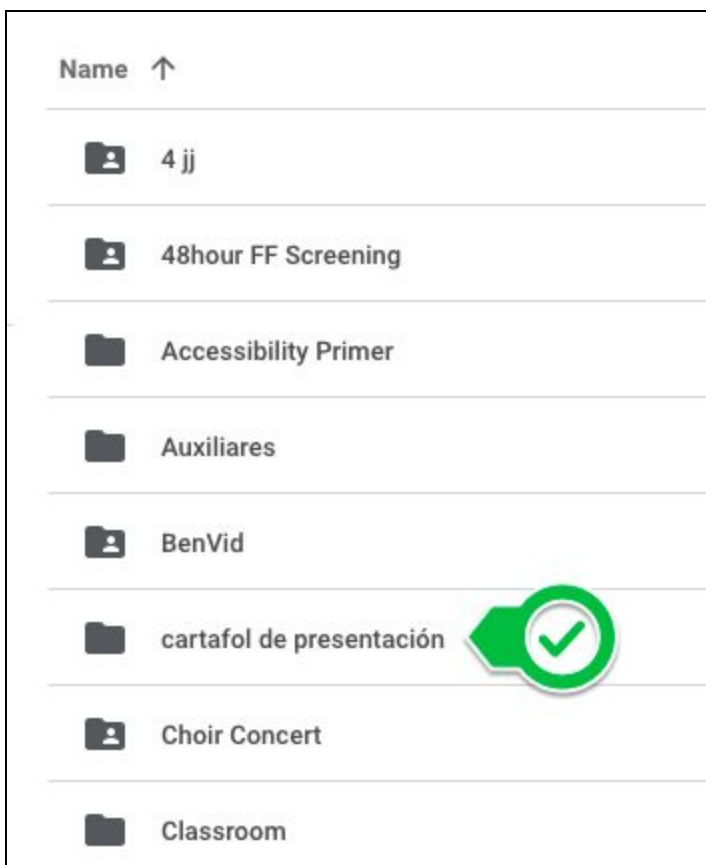


Step 6:

Name the folder anything you wish as long as you remember what it is.

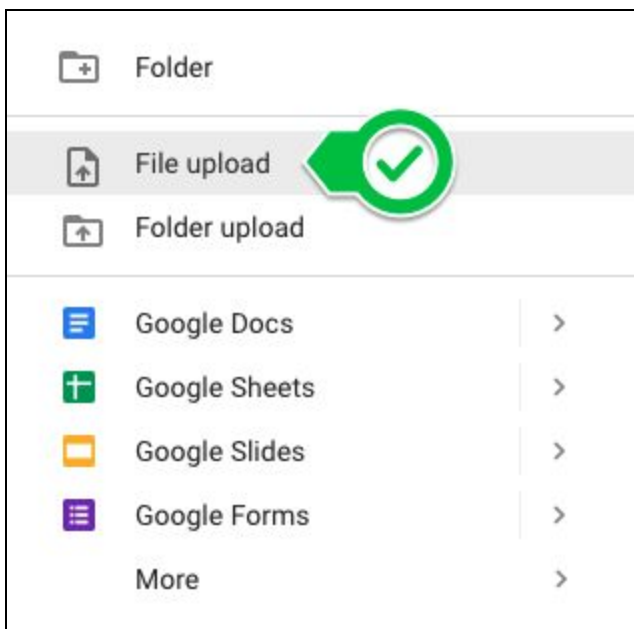
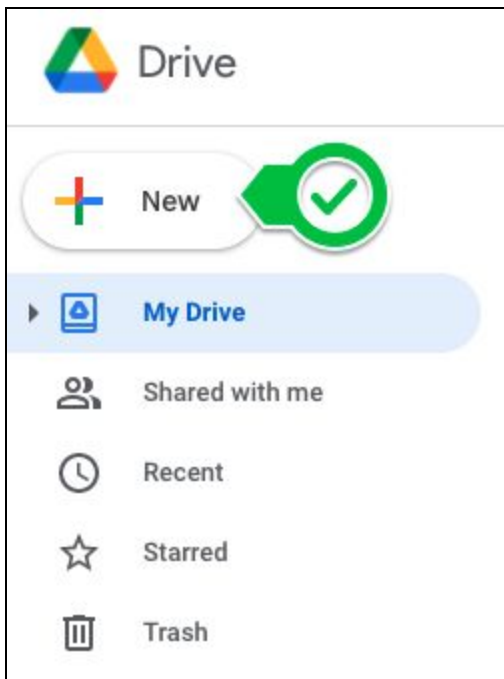
**Step 7:**

Find the newly created folder in the list of folders in your Google Drive. Once you locate it, double click on the folder name and open it. This will allow you to upload your video file.

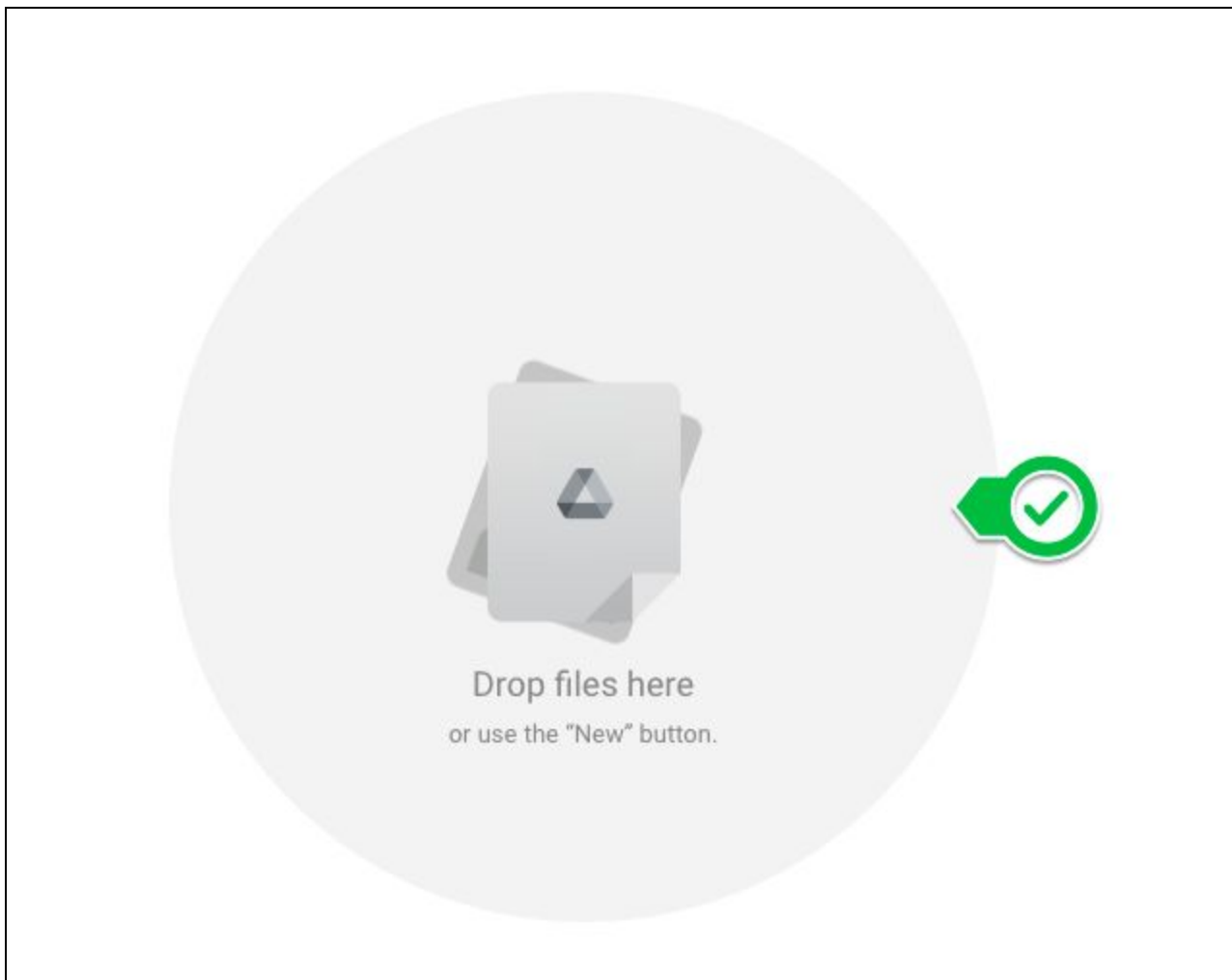


Step 8:

Top upload the video file you may click on the **+ New** in the upper left corner and select **File Upload**

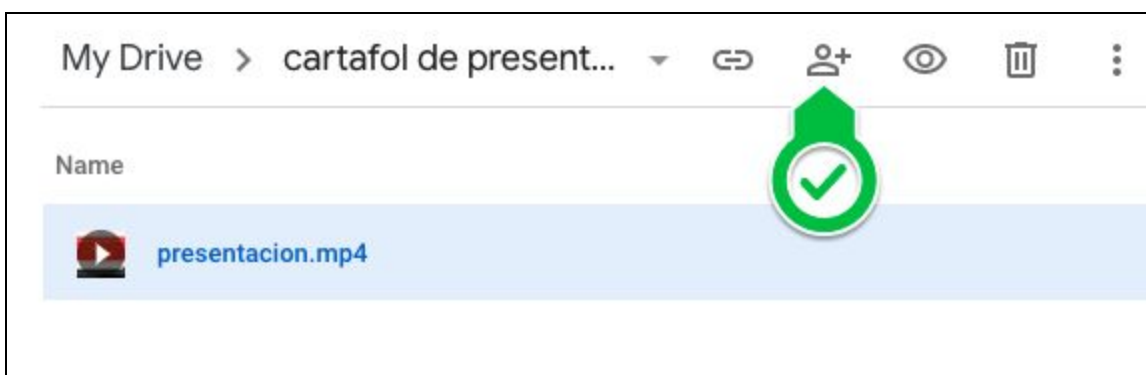


...or drag and drop your file from the desktop.



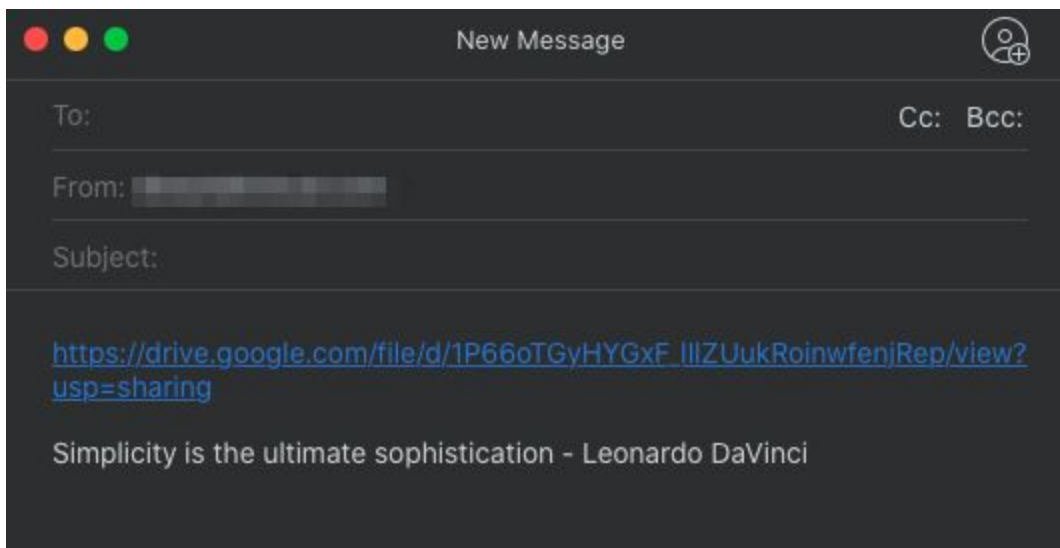
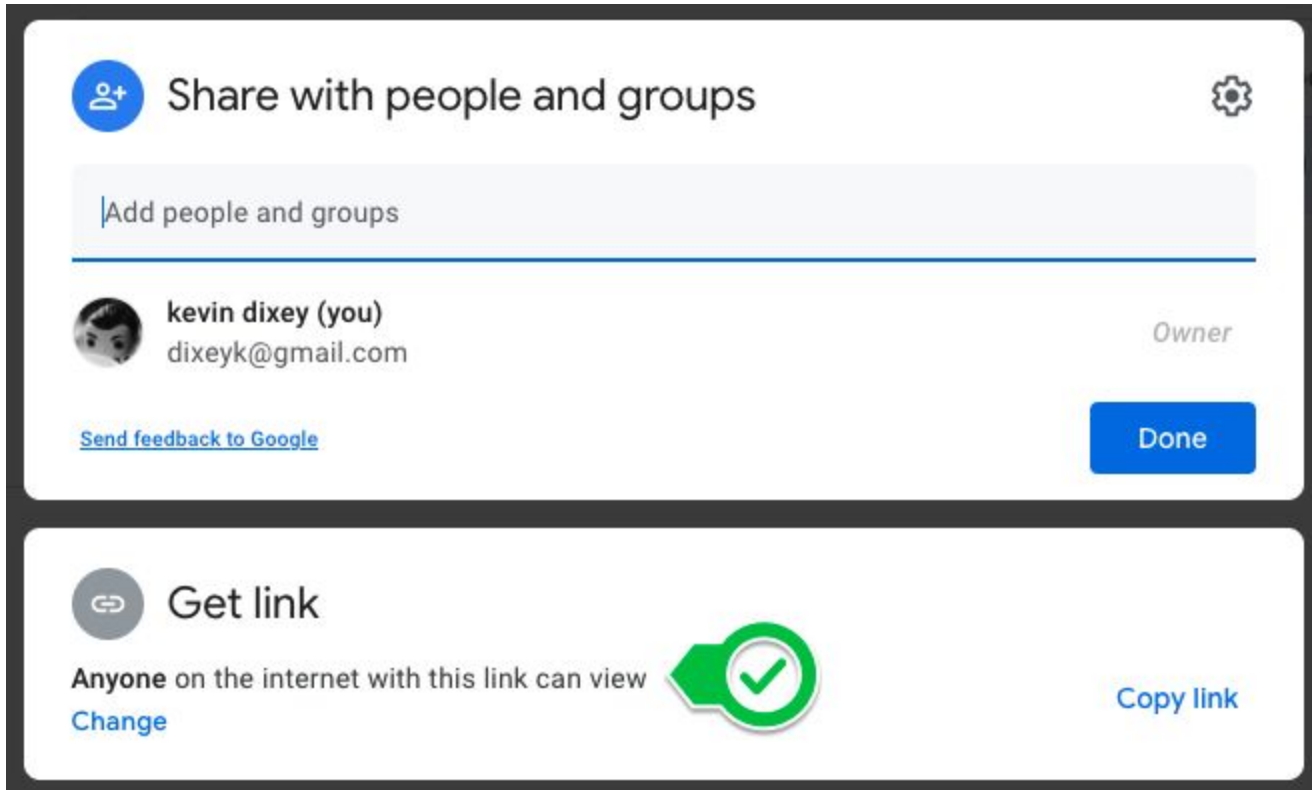
Step 9:

Once the video file has been uploaded you can share it by either right-clicking on the file name or clicking the **Share** button at the top of the screen.



Step 10:

This will open the sharing dialog box. Make sure the link is set to **Anyone on the internet with this link can view**. This will allow your instructor to be able to see the video. Then click on the blue **Copy Link** button at the lower right. You can then paste the link to an email and send it to your instructor.



Remember: Anyone on the internet with this link can view will allow anyone that receives the link to see your video.

...if you wish to be more secure and allow ONLY your instructor to see the video you can enter your instructor's email and click the blue **Done** button to send them an invitation to view the file.

