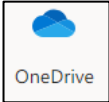
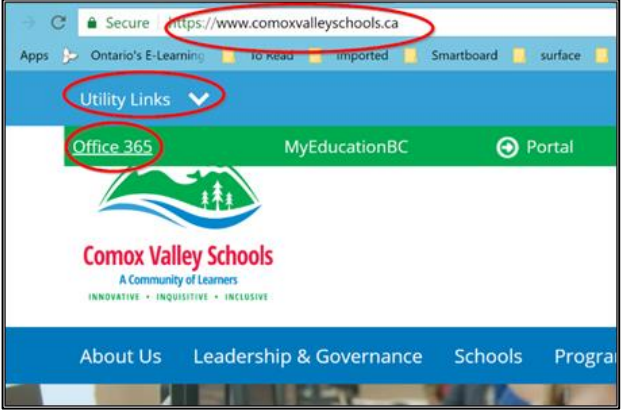
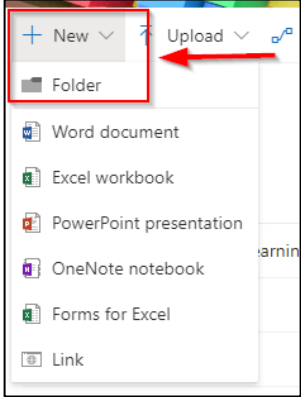
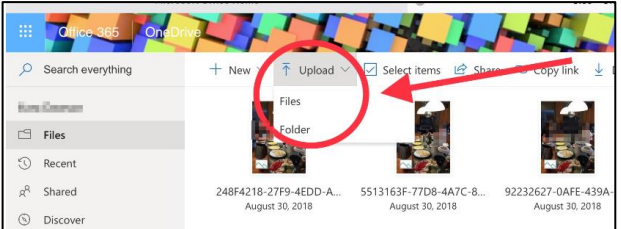
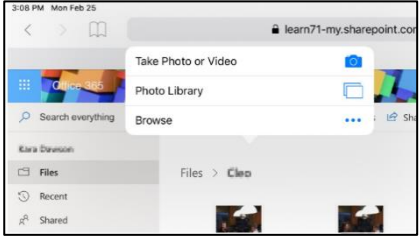


# How to Upload Videos to OneDrive to Share

## Introduction:

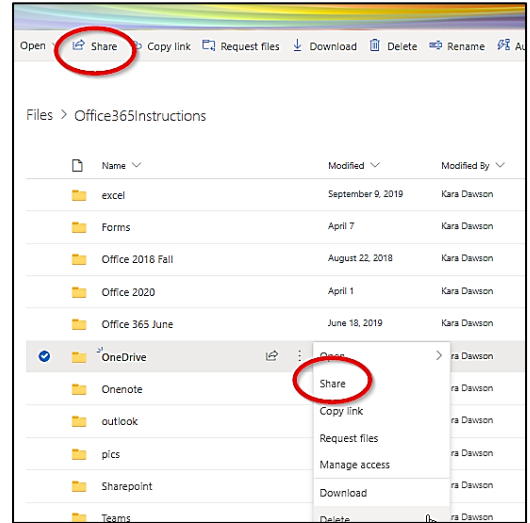
When you make a video that is too large to email, one way to distribute it is to move the video to OneDrive and then Share it.

### Steps:

<p>1</p>	<p>On your device open <b>OneDrive</b> in a web browser:</p> <ul style="list-style-type: none"><li>• Go to the Comox Valley School District Website <a href="http://www.comoxvalleyschools.ca">www.comoxvalleyschools.ca</a></li><li>• Click on <b>Utility Links</b></li><li>• Click on <b>Office 365</b> (you will need to log in to your account using the same username and password that you use to log in to the school computers)</li><li>• Click on <b>OneDrive</b></li></ul> 	
<p>2</p>	<p>Either navigate to the folder that you would like to place your video in or create a new folder for them (click on <b>New</b> and then <b>Folder</b> at the top and name it then find and open your new folder).</p>	
<p>3</p>	<p>Press <b>Upload</b> and then <b>Files</b> at the top of the screen</p>	
<p>4</p>	<p>Now you will need to navigate to where your video is currently saved. If you are on an iPad, click on <b>Photo Library</b>, if you are on your computer you will look in <b>File Explorer</b>. When you find it click <b>Open</b> or <b>Use</b>.</p>	

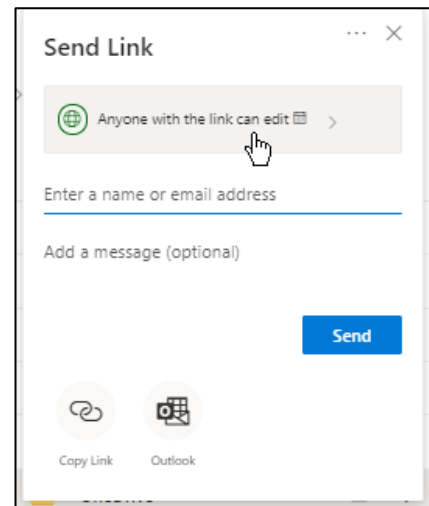
5

You may see the **Share** option right away, if not, you can click on **Share** at the top of the screen or click on the video to select it and click on the vertical ellipse (...) and select **Share**.



6

The way the link is created, the people who receive it will be able to change the video. If you would like to prevent that, click on “**Anyone with the link can edit**”.



7

**These options appear:**

**Anyone:** This creates a link that anyone with the link can open. They do not need to be logged in to Office 365. This link can be forwarded to other people.

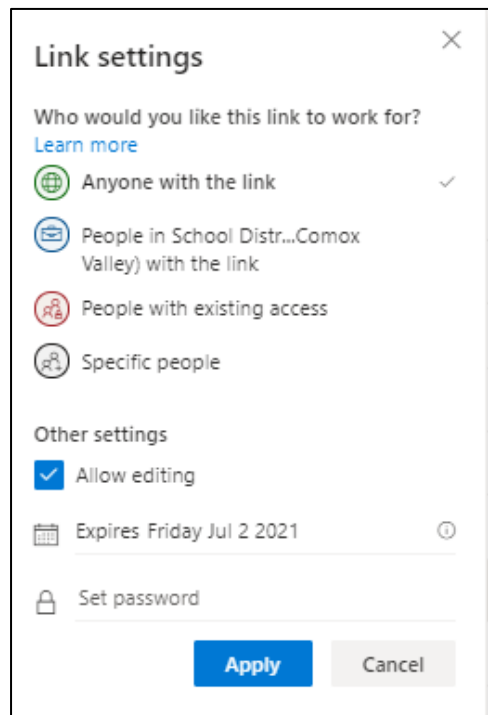
**People in your organization:** This will create a link that only people logged in to our school district Office 365 can open.

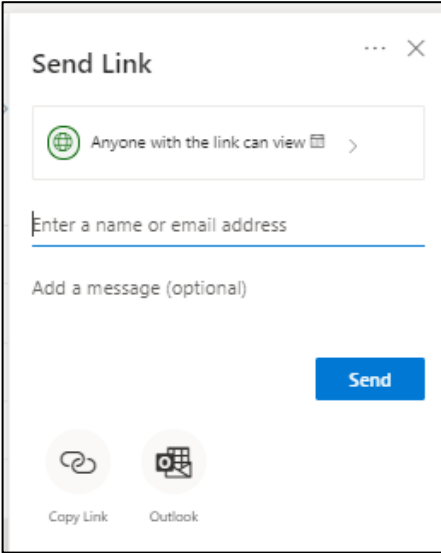
**People with existing access:** This is for people that already have access and need the link again.

**Specific people:** This is to send a link to specific people with or without access to Office 365. They will not be able to forward this link.

If you would not like the person receiving the link to be able to edit, remove the check mark beside **Allow editing**.

Set an expiration date and/or password if you wish.



8	When you are done, click on <b>Apply</b> .	
9	<p>You can add the names of the people you would like to send the link to.</p> <p>You can also type a message to the recipient.</p> <p>If you would just like a copy of the link so you can create the email yourself, press <b>copy link</b> at the bottom. (I recommend this method if you would like the recipient to be able to share the link with others.)</p>	
10	<p>When you are ready, press <b>Send</b>.</p> <p>The recipient will get a message sent to their email address with your message and a link to open the video.</p>	