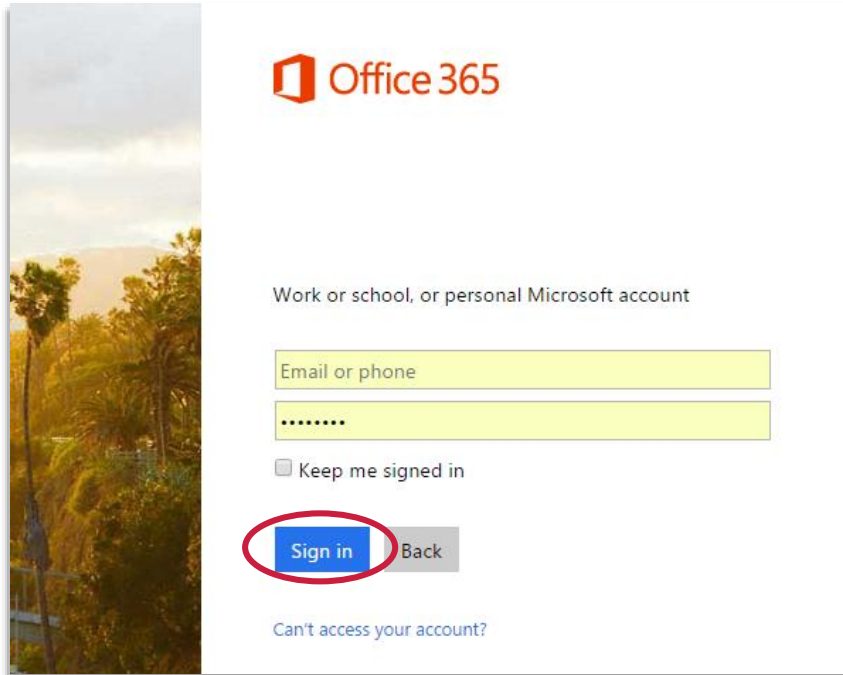
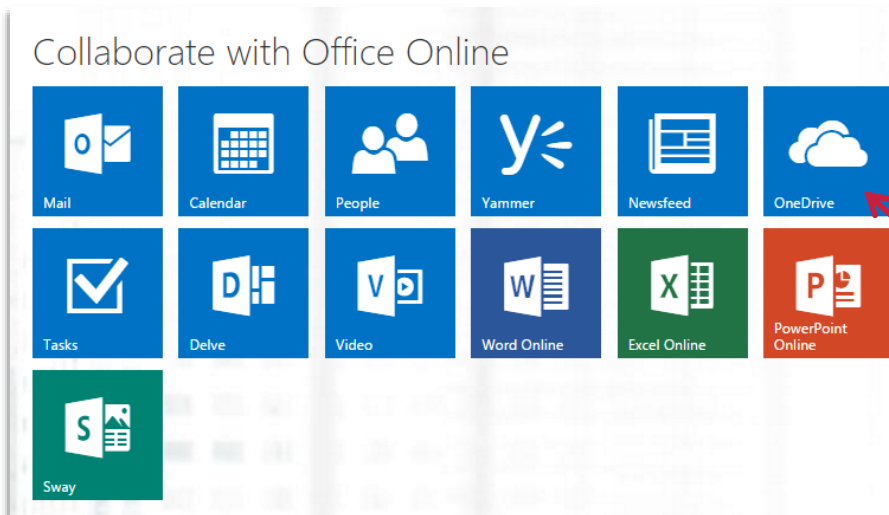


How to Share a Video in OneDrive

This document outlines the steps required to share video files from your Microsoft OneDrive cloud storage.

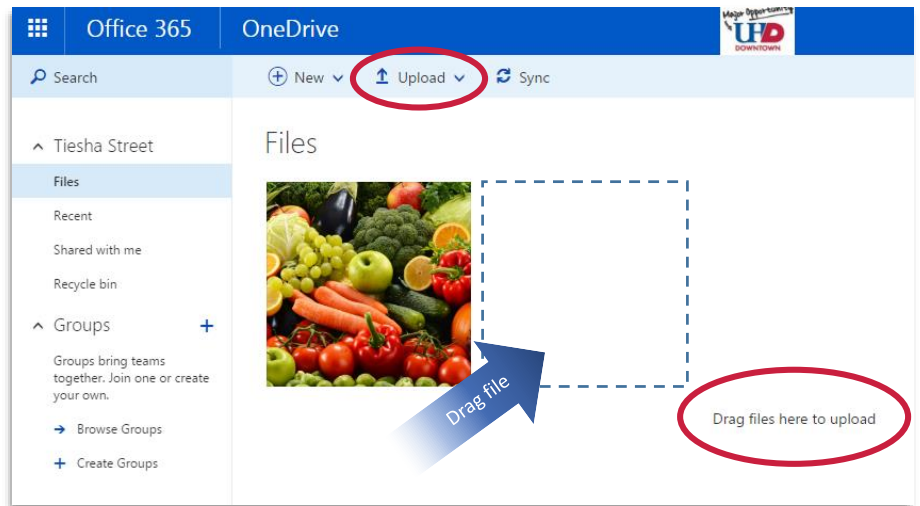


- Go to the URL
<http://outlook.com/gator.uhd.edu>
- Enter your UHD email and password.
 - Example:
user@gator.uhd.edu
- Click **Sign in**.

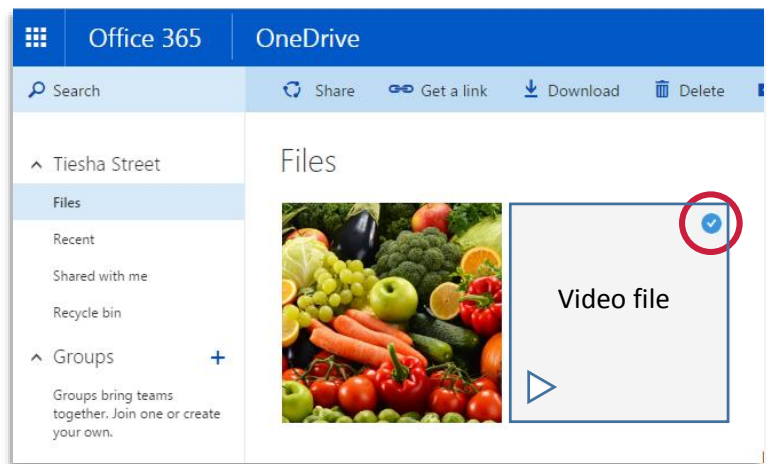


-  Click the **Office365 My apps** icon in the top left corner.
- Select **OneDrive**.

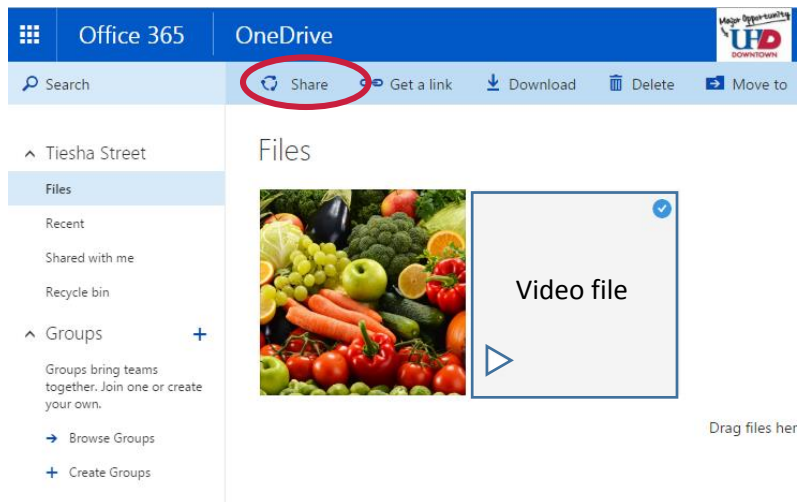
- Drag and drop the file you'd like to share.
- Alternatively, click the **Upload** button to browse your computer.
- The video files must be in one of these formats in order to preview
 - MP4
 - MOV
 - M4V

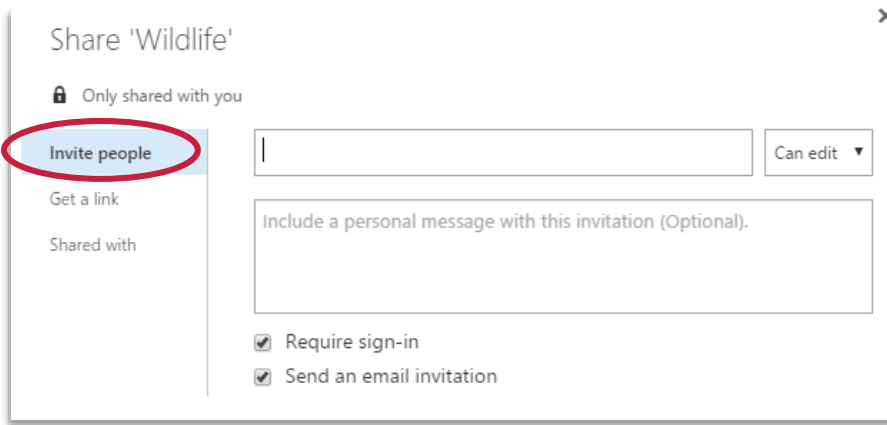


- Select the video and a check will appear in the upper right hand corner.



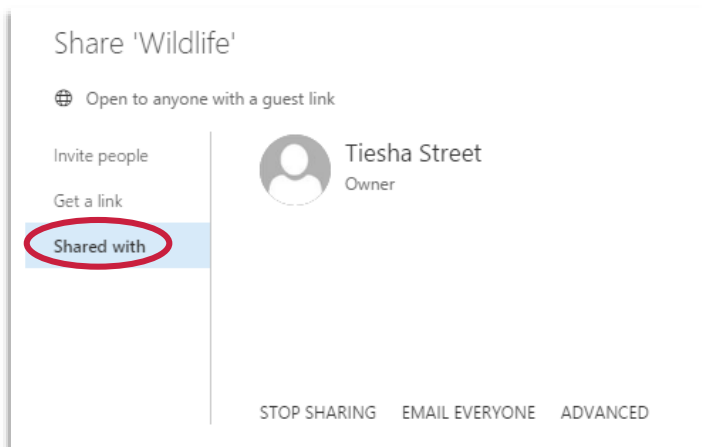
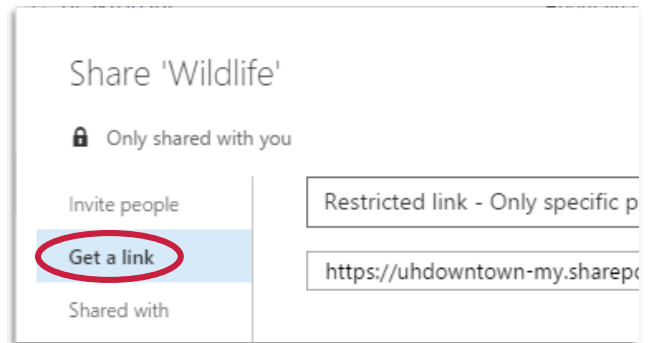
- Click **Share**.
- A dialogue will open with sharing options.





- To invite people via email, click **Invite People**.

- To send a link, click **Get a Link**.
- There are 5 sharing options:
 1. **Restricted link** - Choose specific people.
 2. **View link** - Peers with UHD accounts only.
 - Faculty members do not have O365 accounts.
 3. **Edit link** - UHD account required. Edit and collaborate with peers.
 - Faculty members don't have O365 accounts.
 4. **View link** - No sign in required. Allows you to share the video with anyone.
 5. **Edit link** - No sign in required. Allows you to share the video with anyone for edit.



- Click **Shared with** to show you who you shared the video with.

If you have any questions or comments regarding the steps outlined in this document, please contact UHD TLS Training Services by calling (713) 221-8200, or by sending an email to ttlctraining@uhd.edu