

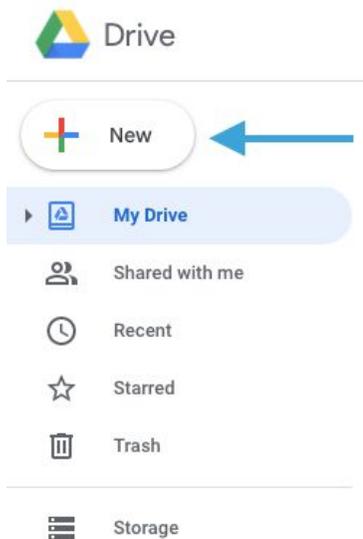
How to Share a Video using Google Drive

by Barbie Wong

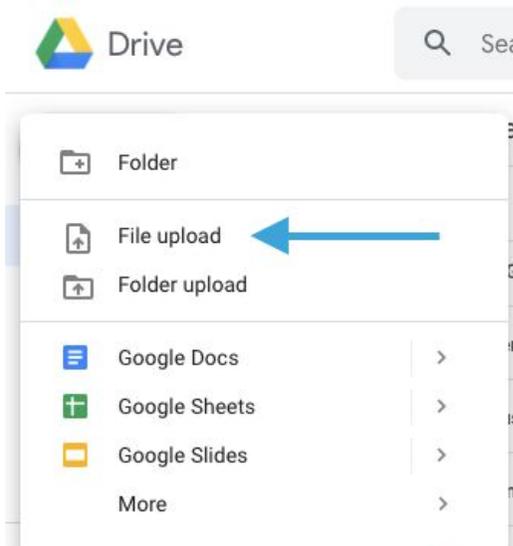
A video of these steps can be found [here](#).

*Before you do these steps, you will need to first record your video.

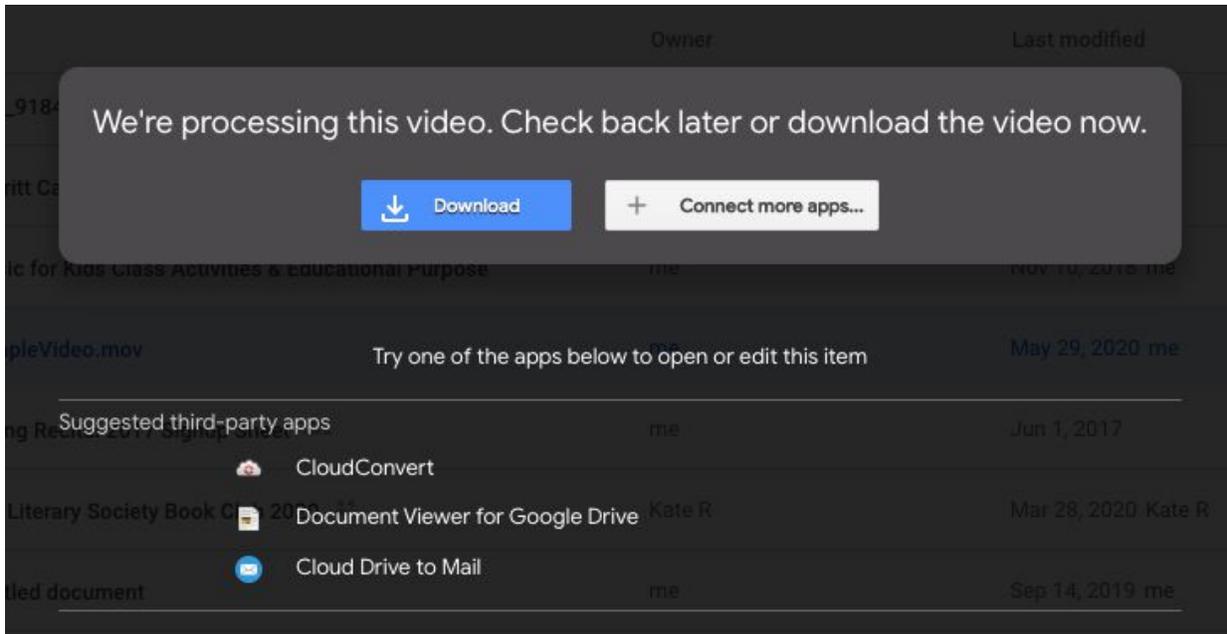
- 1) Log in to your Google account. If you don't have a Google account, create one by going to <https://accounts.google.com/NewAccount>.
- 2) Go to Google Drive (type in to the browser: drive.google.com).
- 3) Click "New" in the upper left corner.



- 4) Then click "File Upload."

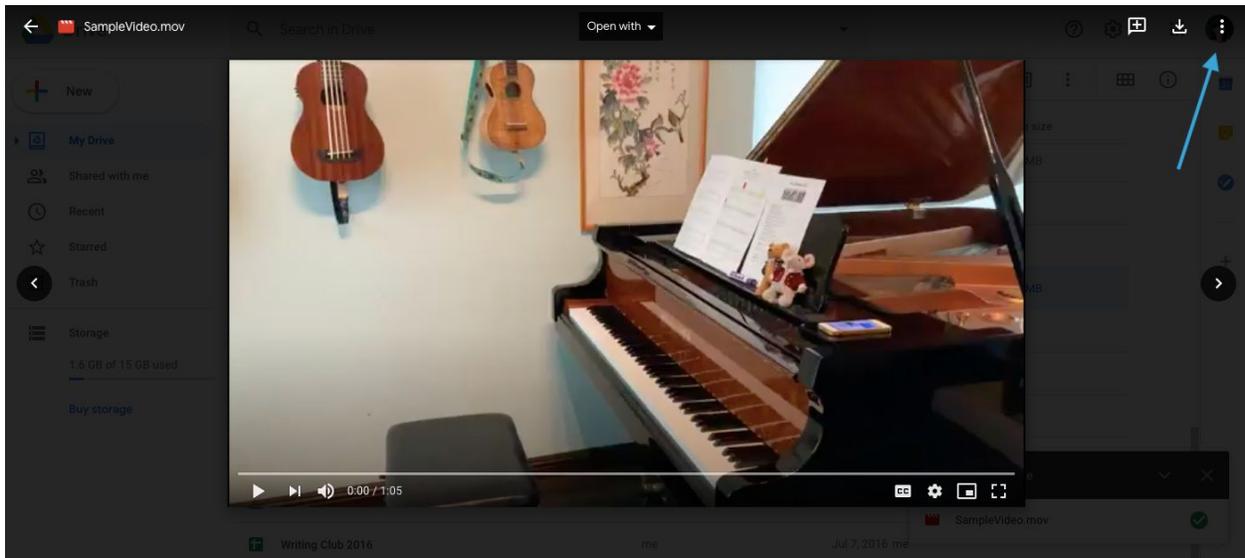


- 5) That will bring up a dialogue box. Select your recording. Then click “Open” and your file will begin uploading.
- 6) After the video is uploaded, double click on it to make sure the video works. If the video is still processing, a box will pop up like this.

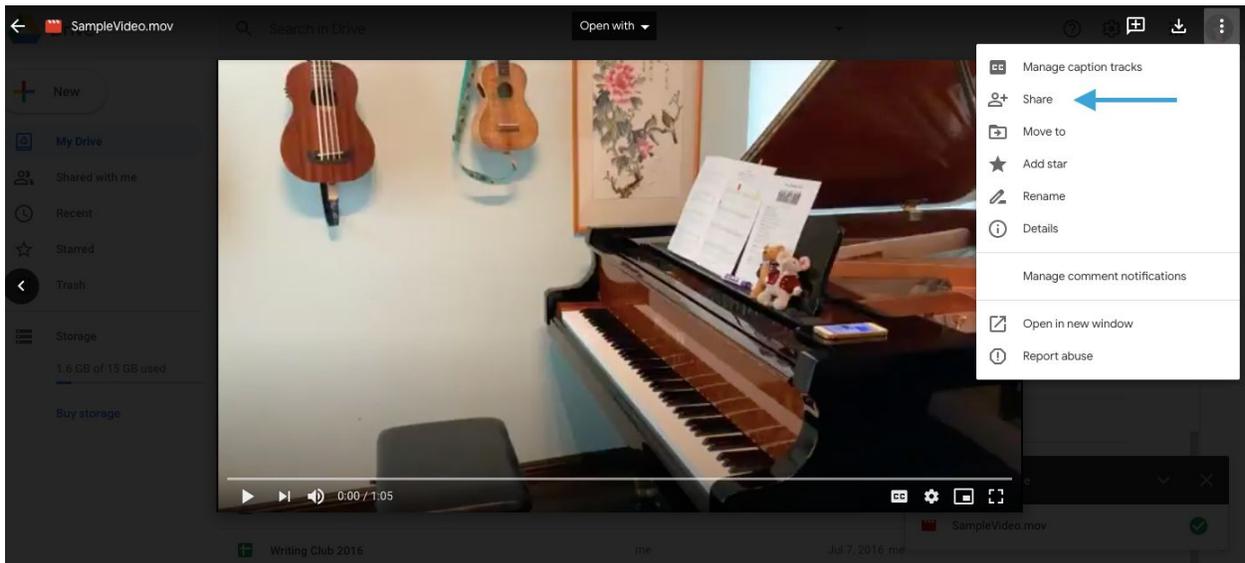


Don't worry. Just wait and check back later. When you come back, double-click the video file to make sure it plays.

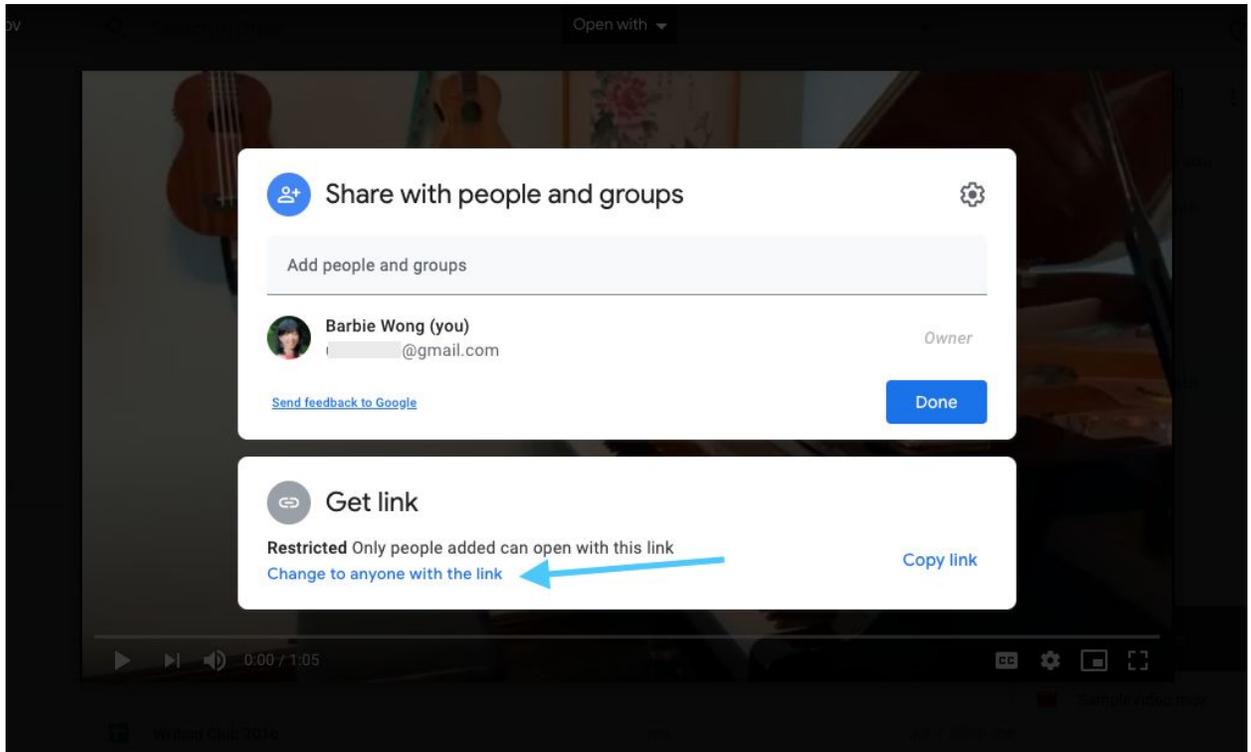
- 7) When the video is done playing, do not click out of this screen. While still in this mode where you see the video taking up the screen, click on the three dots in the upper right corner.



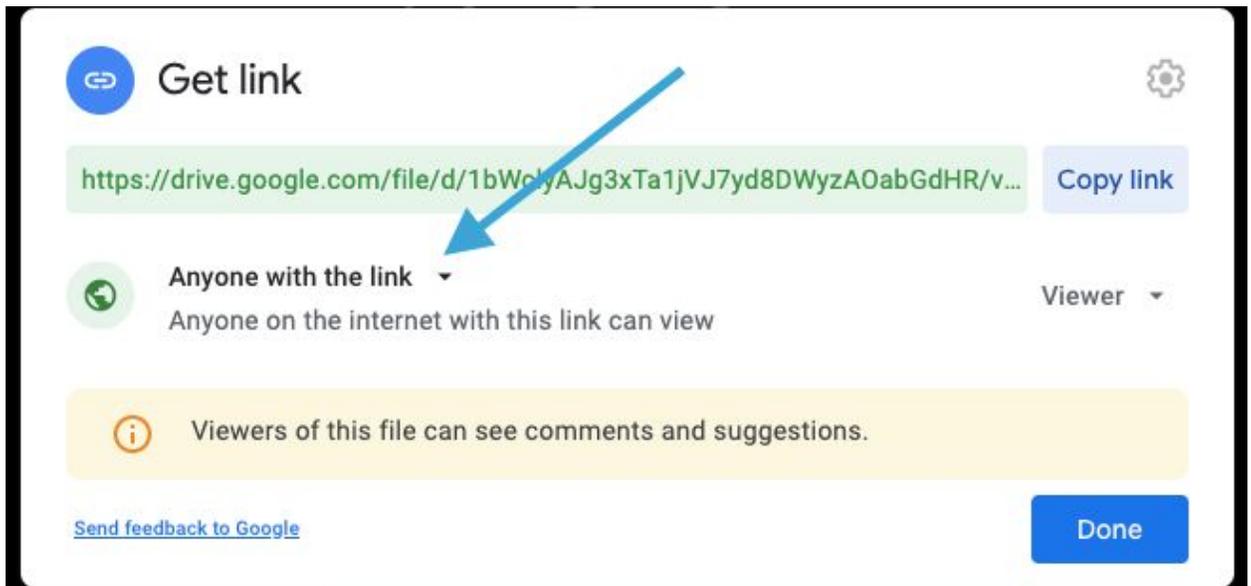
8) Click “Share.”



9) This will bring up a dialogue box. At the bottom, there is a section called “Get link.” Click on the link that says “Change to anyone with the link.”



10) This will bring up this box:

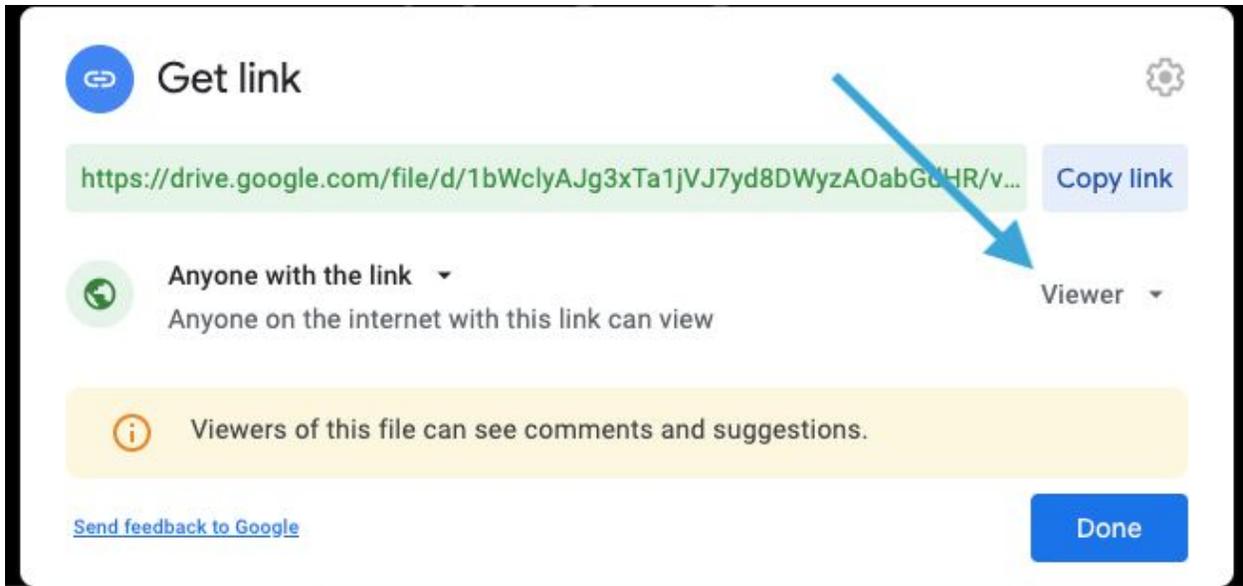


On the left hand side, you will see who has permission to access this file. There will either be the word “Anyone with a link” or “Restricted.”

If it says “Restricted” then click on the triangle next to it and change it to “Anyone with a link.”

If it already says “Anyone with a link” then you are all set.

11) On the right hand side, you will now see the word “Viewer” or “Commentor” or “Editor.”



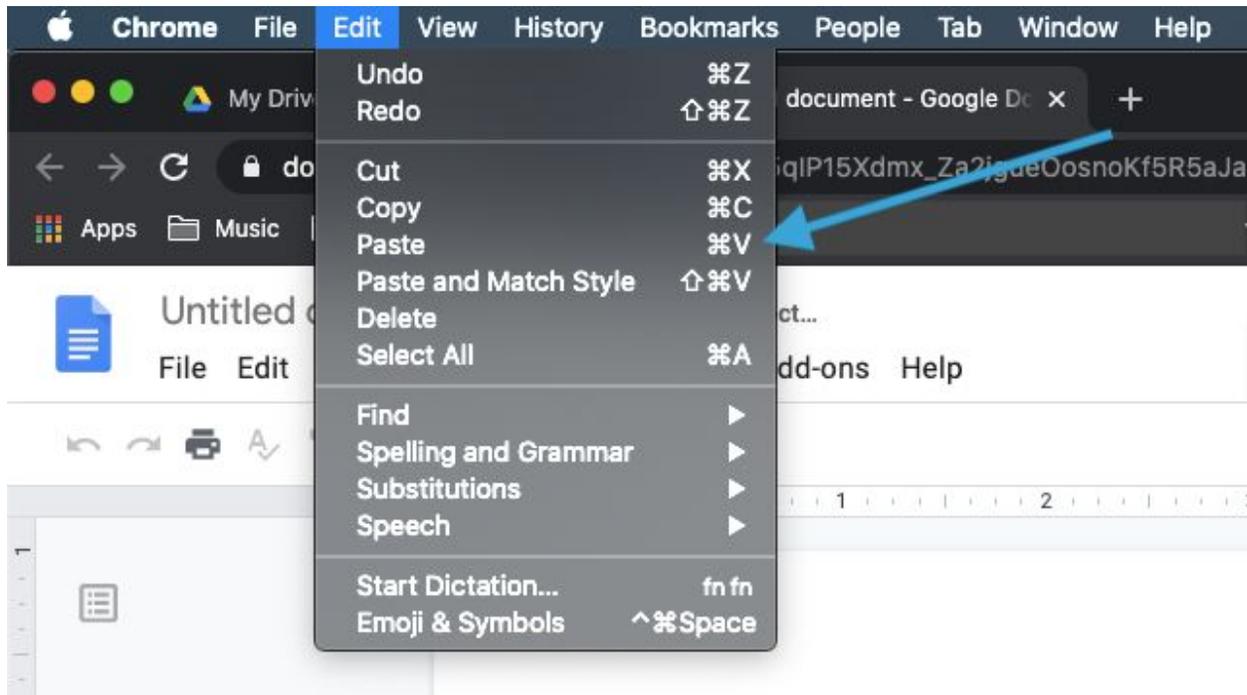
Keep it on “Viewer” because you only need to give permission for someone to view this. If it says “Commentor” or “Editor,” click on the small triangle and change it to “Viewer.”

12) While still in this dialogue box, click on “Copy Link.”



This is the link you will send to your teacher or whoever is gathering the videos.

13) Go to your email and paste this link. To do this, bring up your email and then in the body of the message, paste the link by clicking the Edit menu and click on “Paste.”



Once you have created the email, you can send it.

Congratulations! You have successfully shared your video with Google Drive.

To see the video version of these instructions, click [here](#).