

## Sharing a recorded video via a Shared Folder in OneDrive.

If you've recorded digital video and saved it on your computer or laptop, you can share it easily with students by using your OneDrive.

The main steps are:

1. Putting your saved digital video in a zipped file
2. Creating a folder on OneDrive
3. Sharing the Folder with Students
4. Uploading your video to share it.

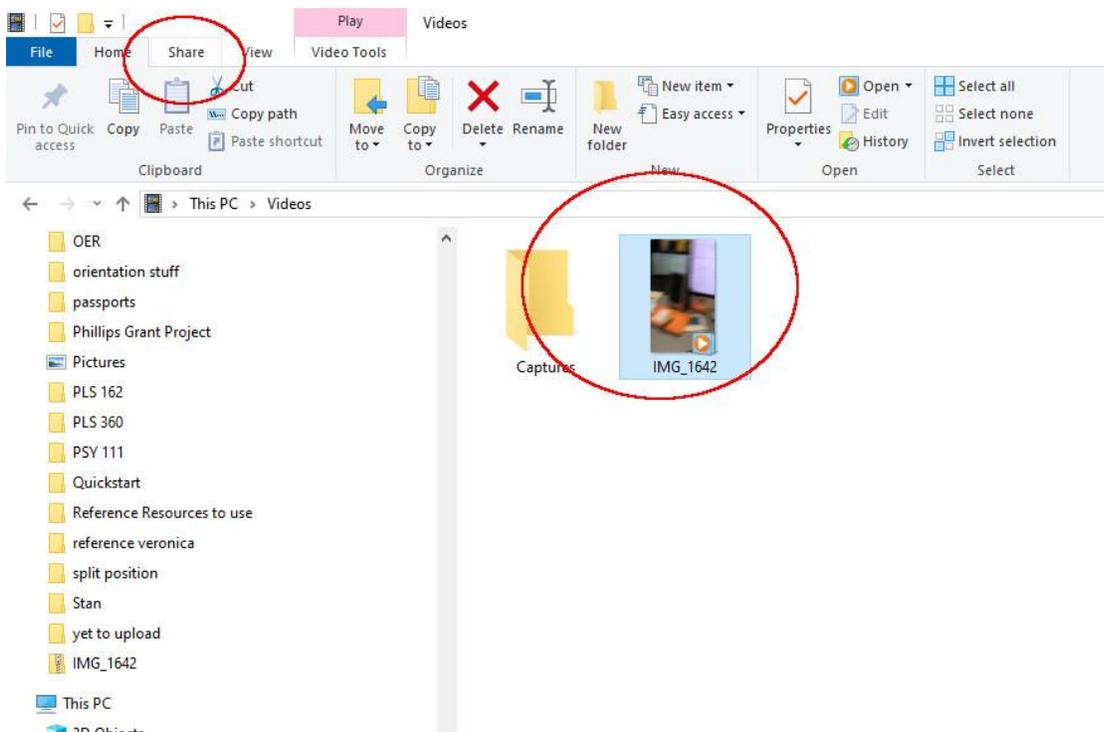
Once you have the shared folder set up, you can just upload more zipped video files to share them with your students.

Students will

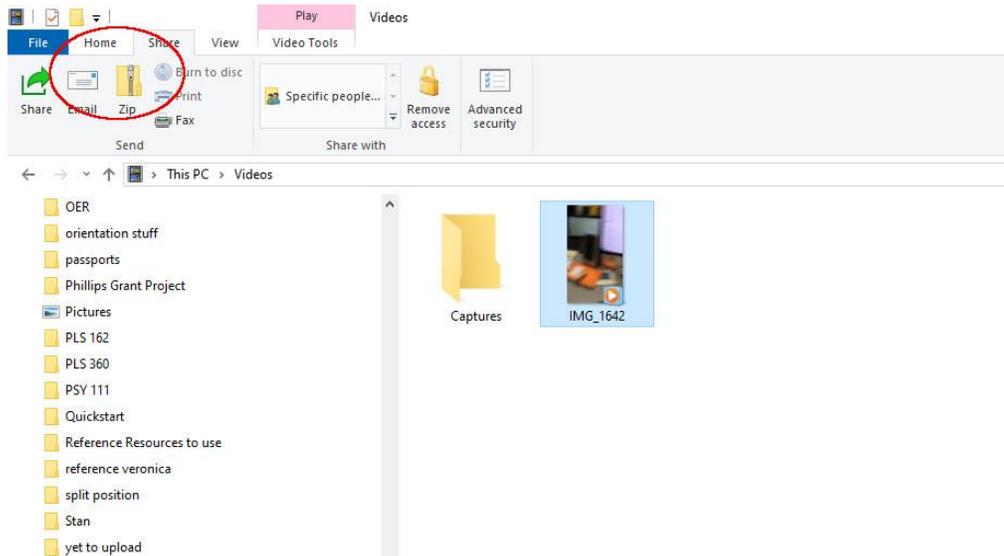
1. Get an e-mail that links to the shared OneDrive
2. Unzip file
3. Play on media player.

## Zipping the video file

1. **Click on the saved video** in the folder where it is stored. It will be outlined in blue. **Click the Share** tab

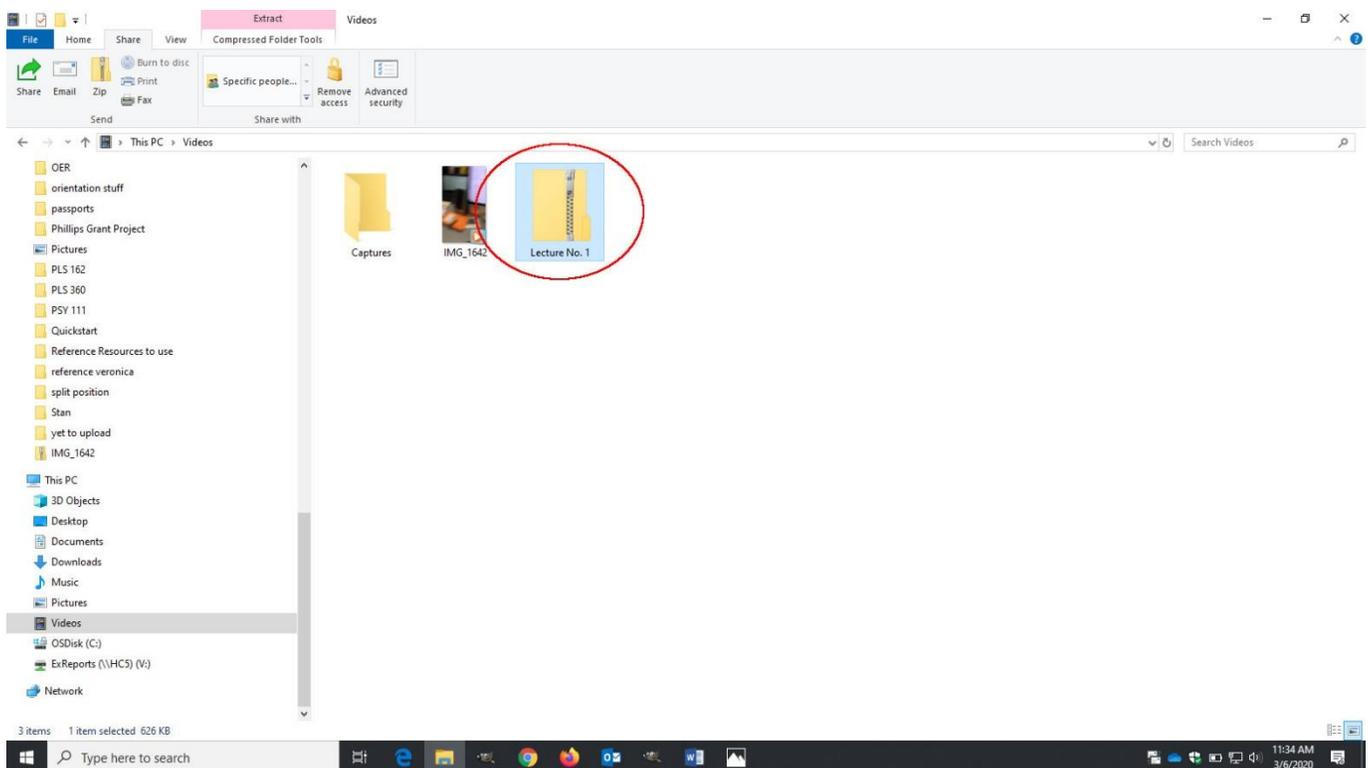


2. Click on the **zip** icon.



3. **A zipped file appears with the same name as the video next to it.** The box below the file will let you rename the zipped file into something more interesting than the character string that it is given.

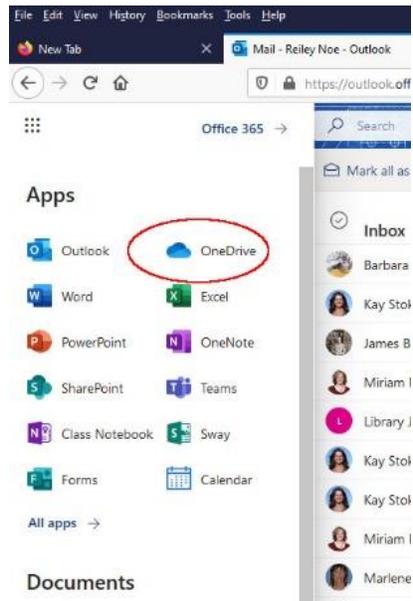
We'll rename the zipped file Lecture No. 1.



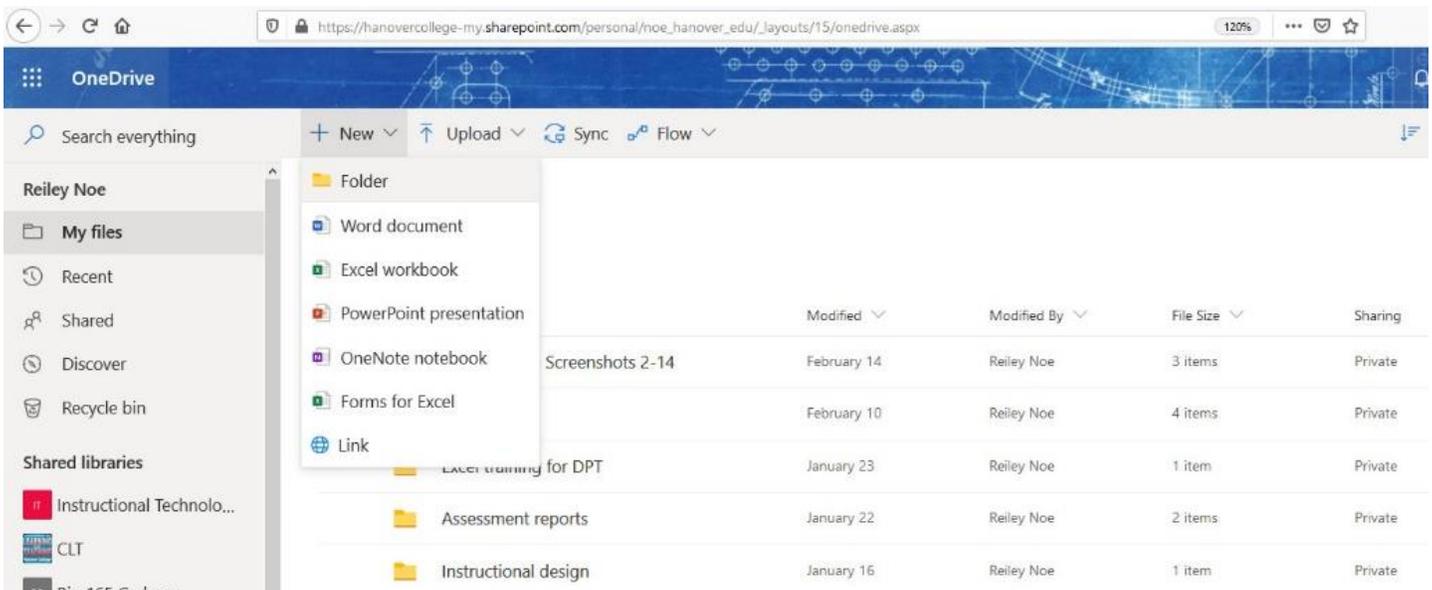
## Creating the Hanover College OneDrive folder

You can create the folder either with the version of Office 365 installed on your PC or laptop, or from the online version of Office 365. These screenshots will show the process as it appears from the online version of Office 365

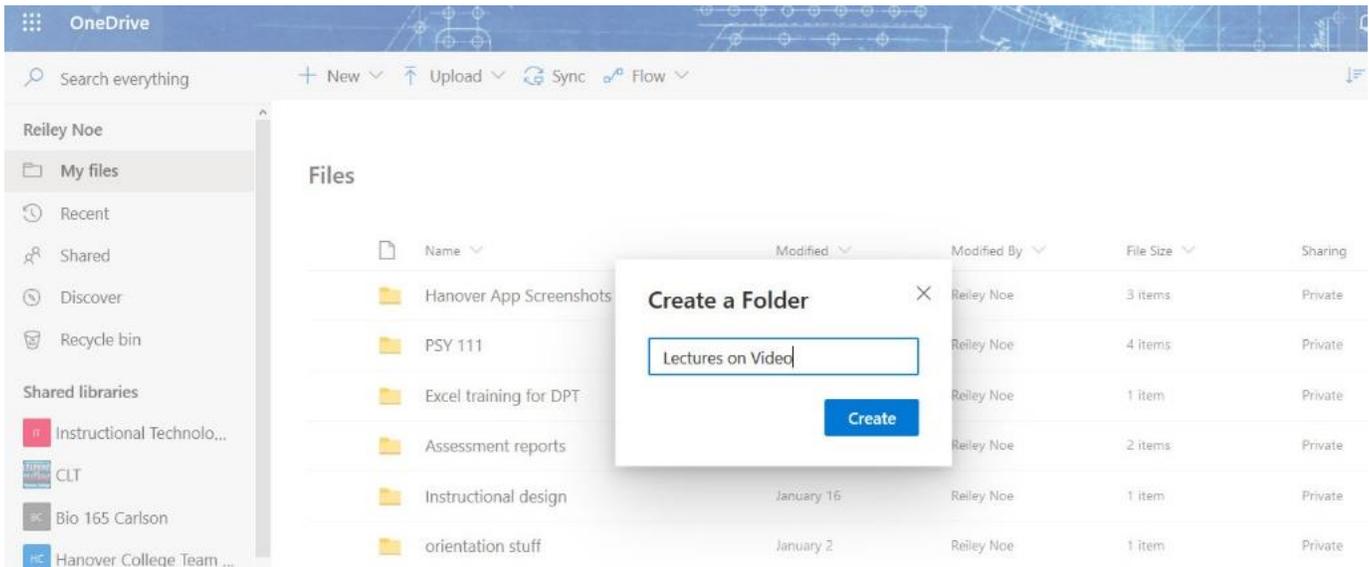
### 4. Login to OneDrive. Find the **OneDrive** icon



### 5. Click **+ New** in the ribbon above the drives and then **Folder** from the drop-down menu.

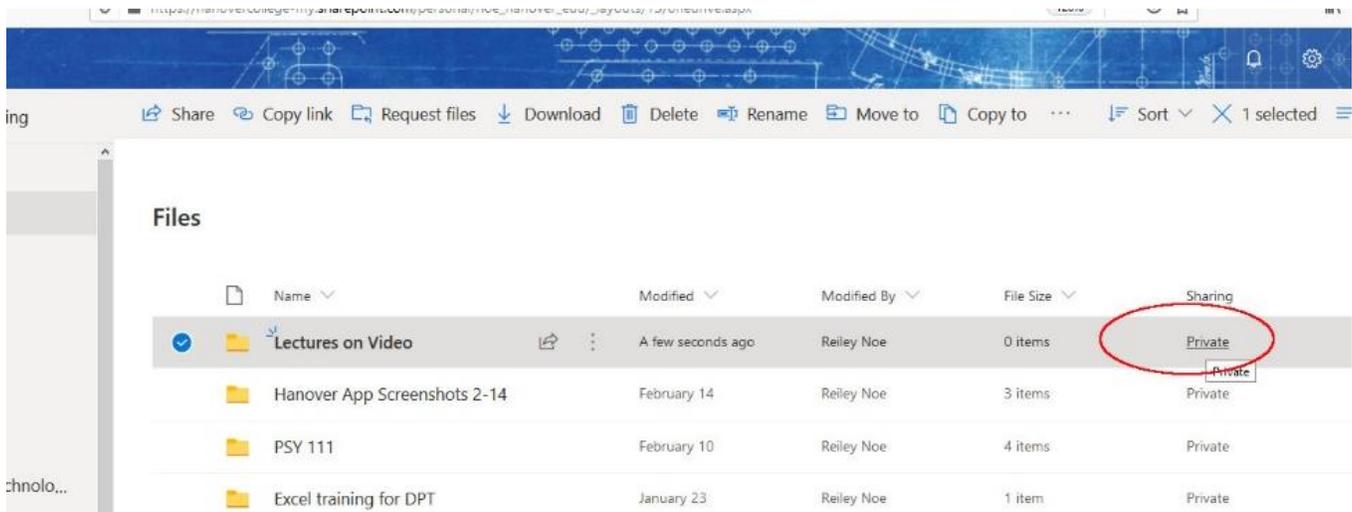


6. **Name the Folder** that is created – we'll use Lectures on Video for the name of our example.

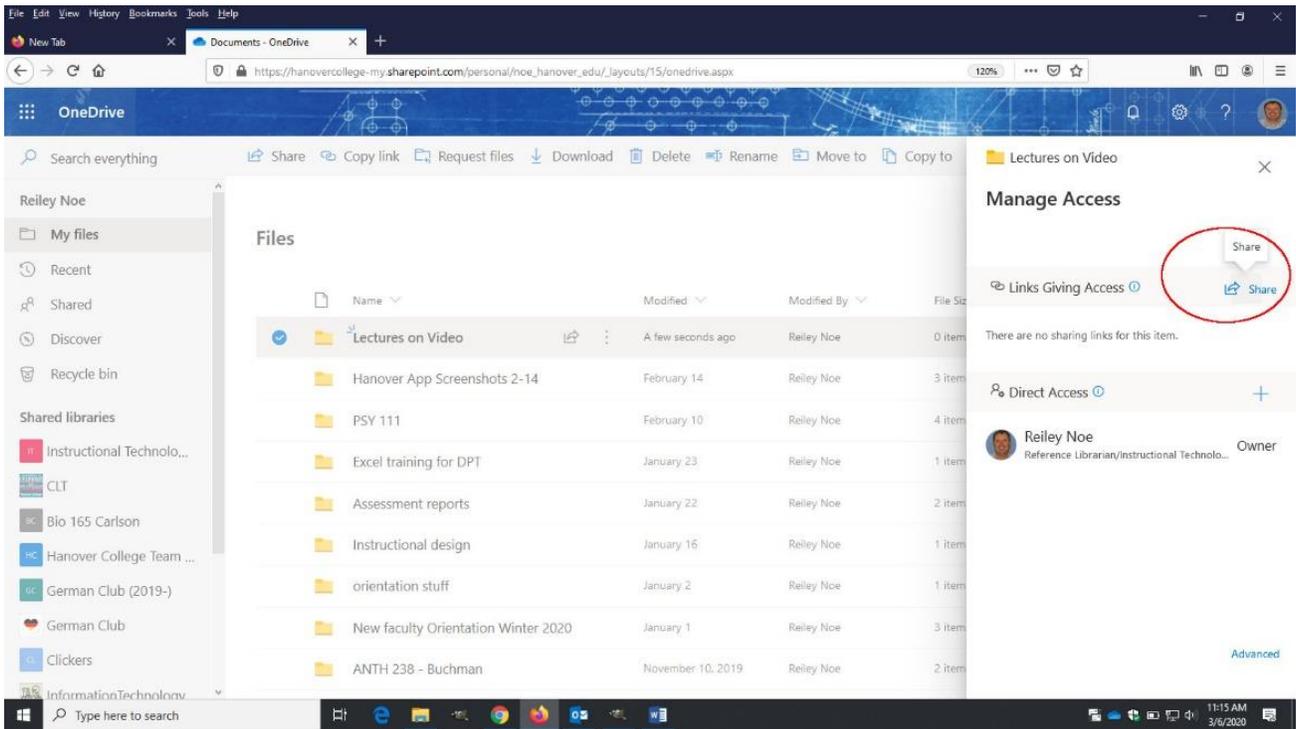


## Sharing the Folder

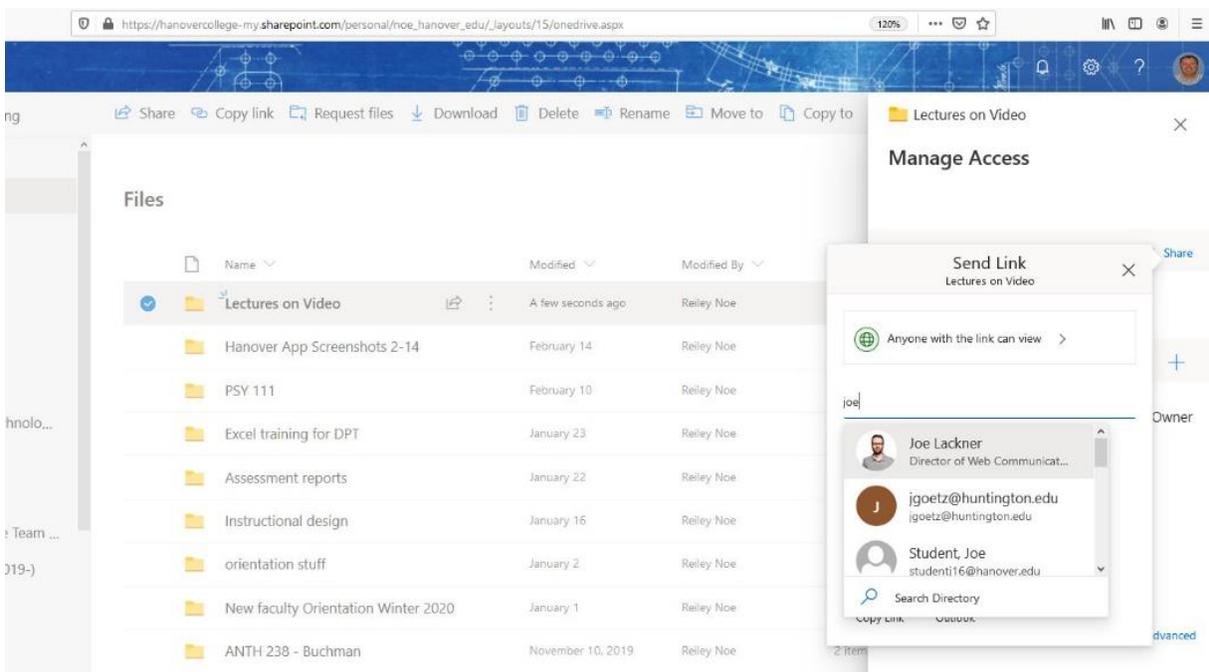
7. Now that you've created the folder, you can share it to specific users. Start by **clicking on the Sharing link**.



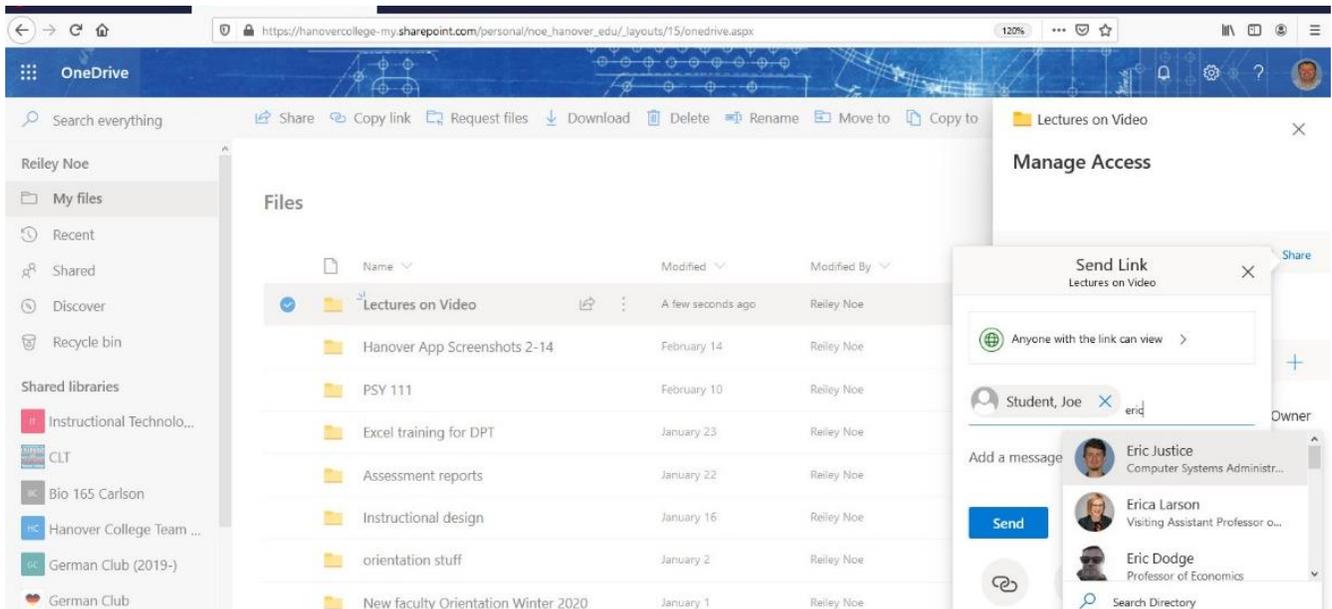
8. A **Manage Access** tab will appear. We are going to share the folder through a link that users can use to get into the shared drive. **Click on the Share icon** across from Links Giving Access.



9. A menu appears for **Send Link**. You can populate people's email addresses here by beginning to write out their name. I'm going to share a link to this shared folder (which will eventually have our video) with Joe Student, and....

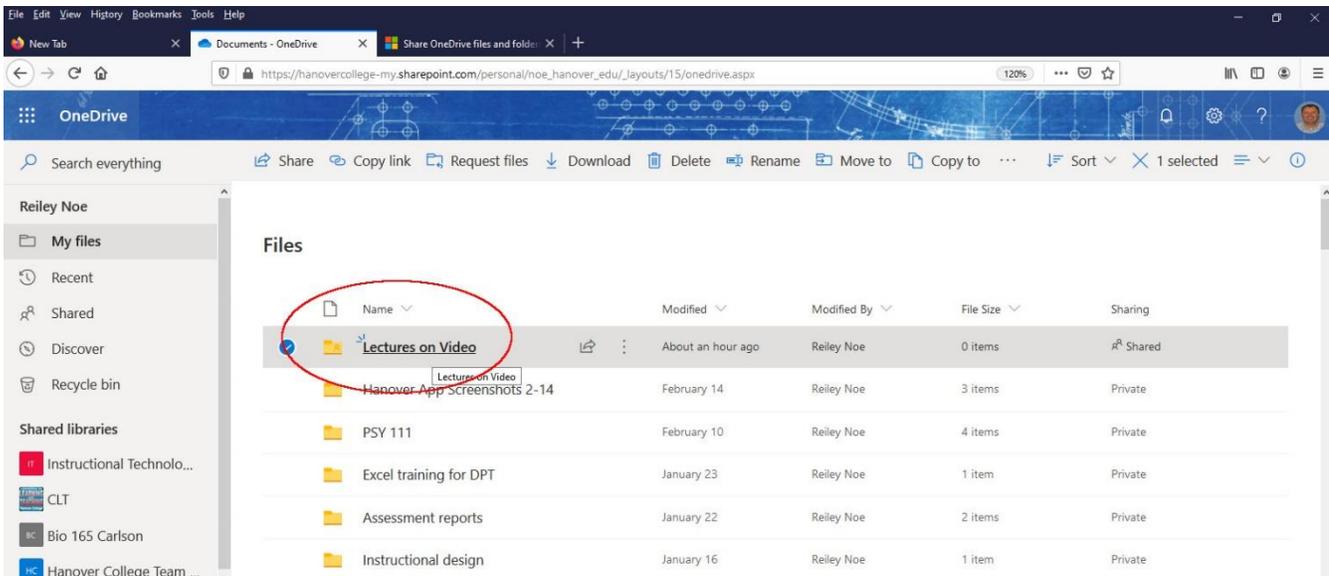


10. You can add multiple students to this folder. I'm also going to share it with Eric Justice in IT

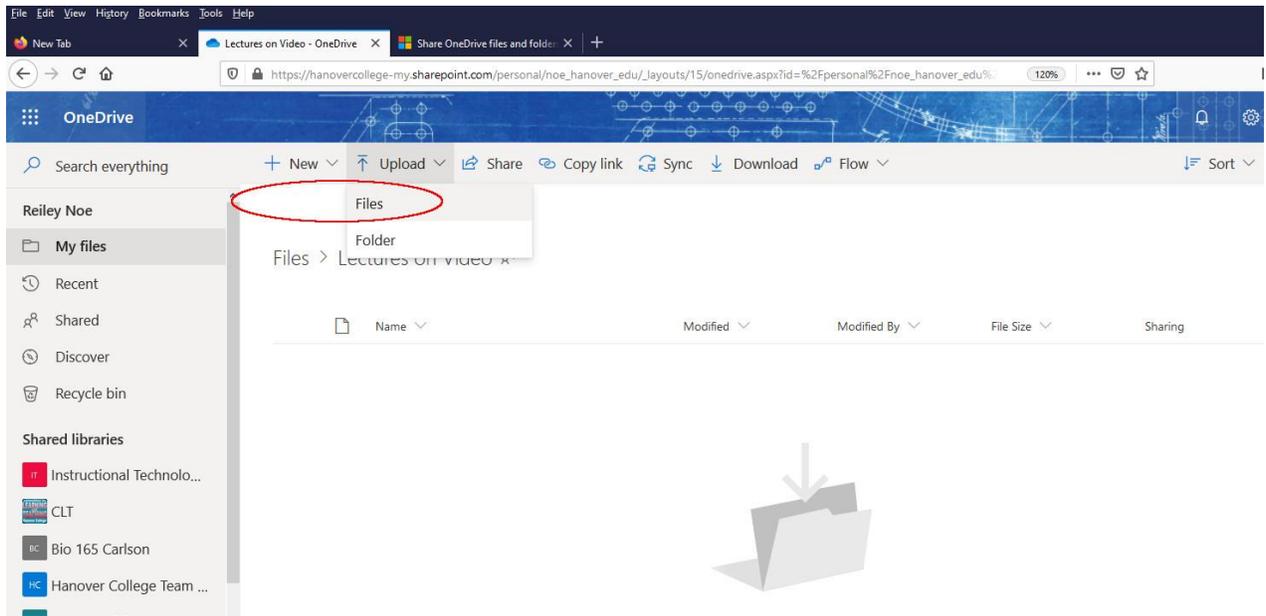


## Uploading Video

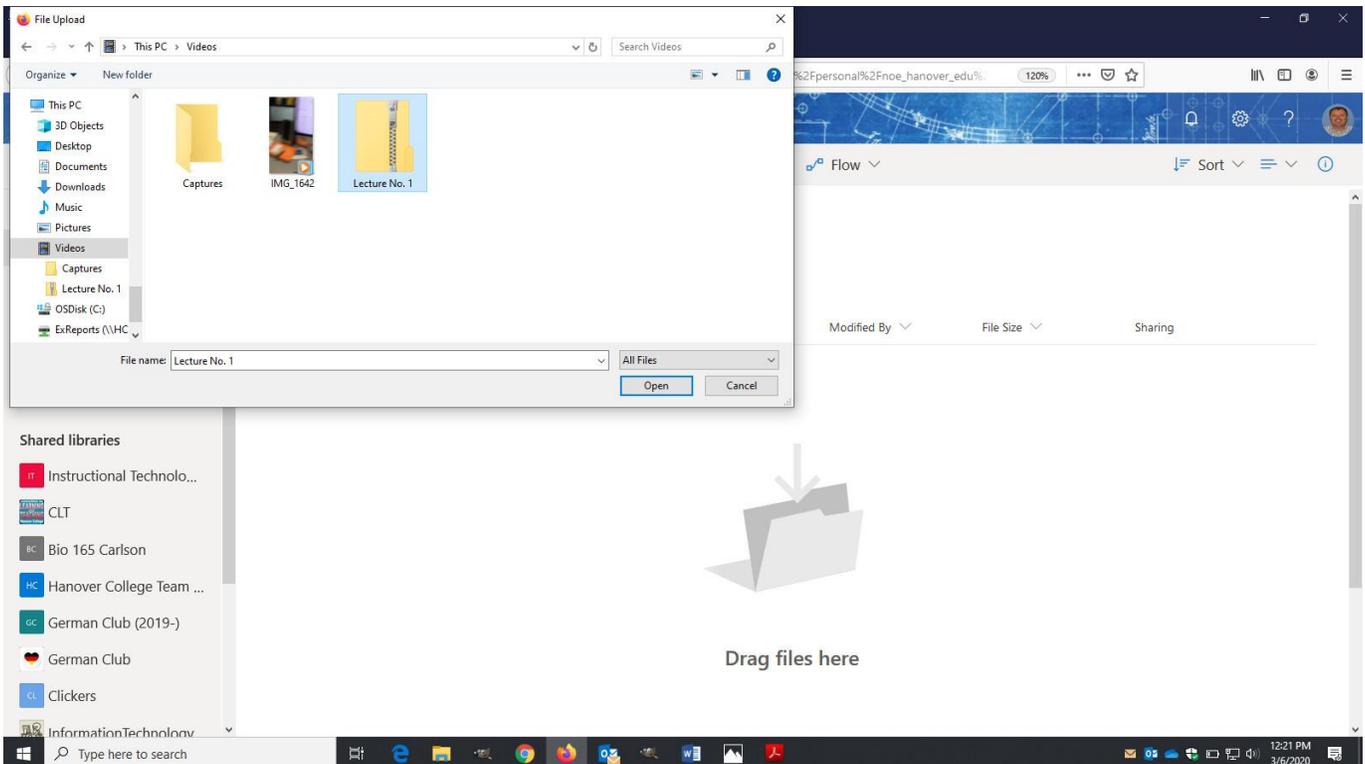
11. And here is our folder – notices that the sharing area to the far right says that it is a **shared** folder. **Click on the name of the Folder** with your video to begin the uploading process.



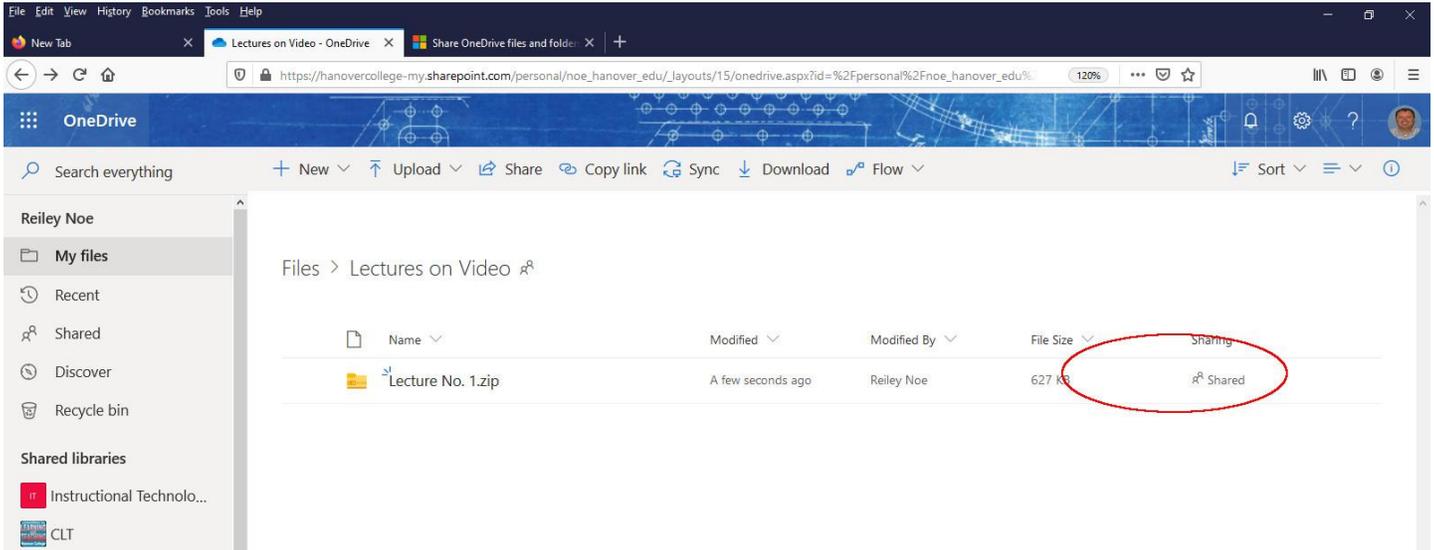
12. Click the **Upload** icon in the grey ribbon to upload the video. Then **click File** when it appears in the drop-down menu.



13. Navigate to the directory where your video is saved and highlight it. Then **Click Open**. Find your **zipped file** for your video and highlight it. It will have a blue outline around it.

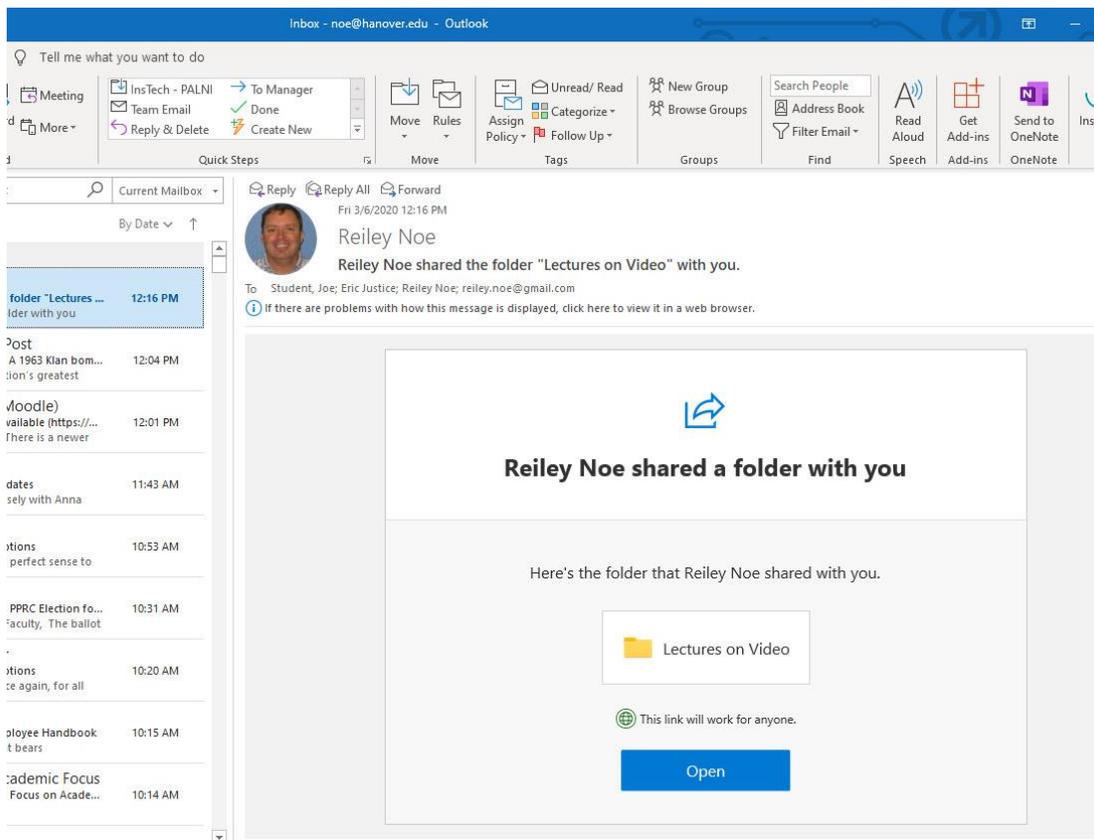


14. You'll find yourself back at the folder for the video. Note that the sharing area shows you that this folder is shared, and that other people have access to it.

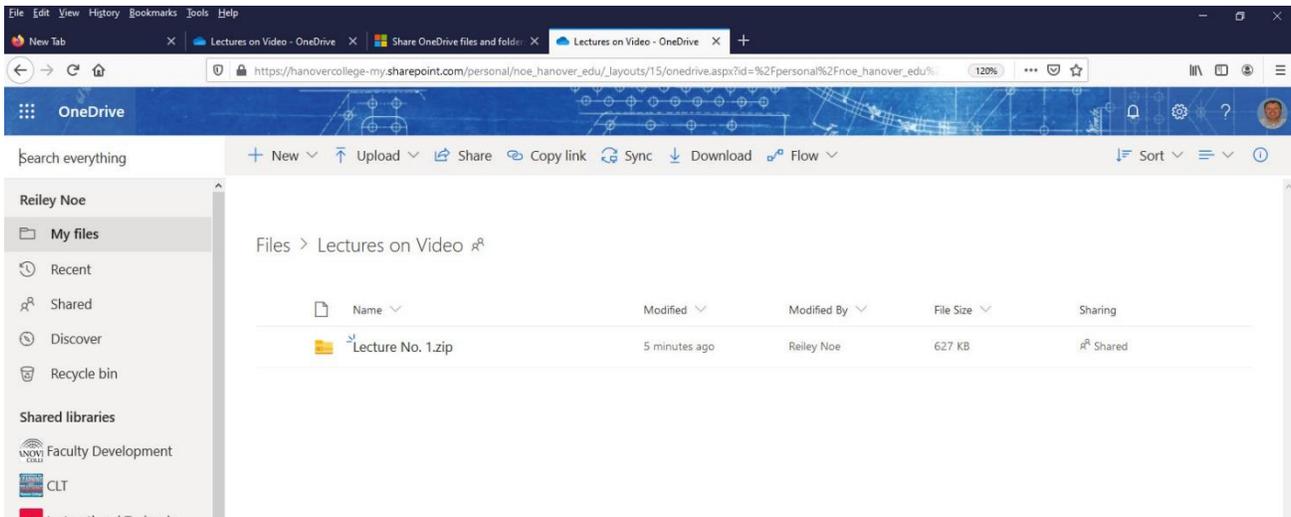


15. Those people who have access to this shared file will get an e-mail. You can access the folder through the folder in the e-mail or by the Open button.

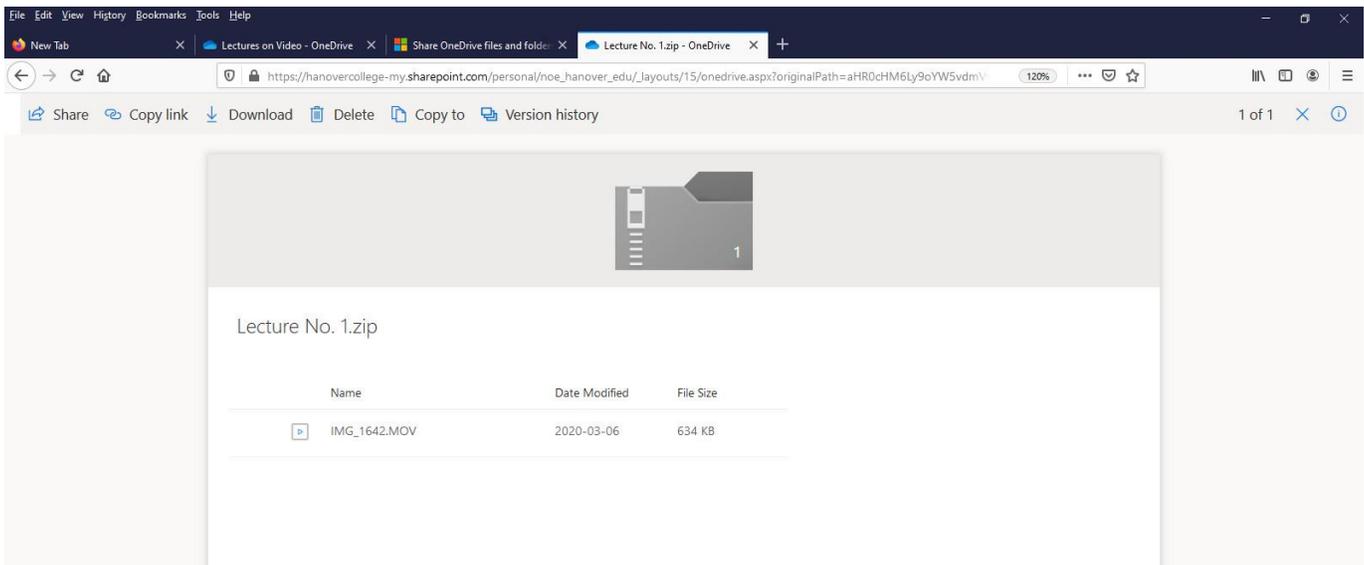
If you put your mouse on the Open button and right click, you can select Copy Link Location. If you paste that link in a Word document, you can use the URL to access the folder and therefore the video.



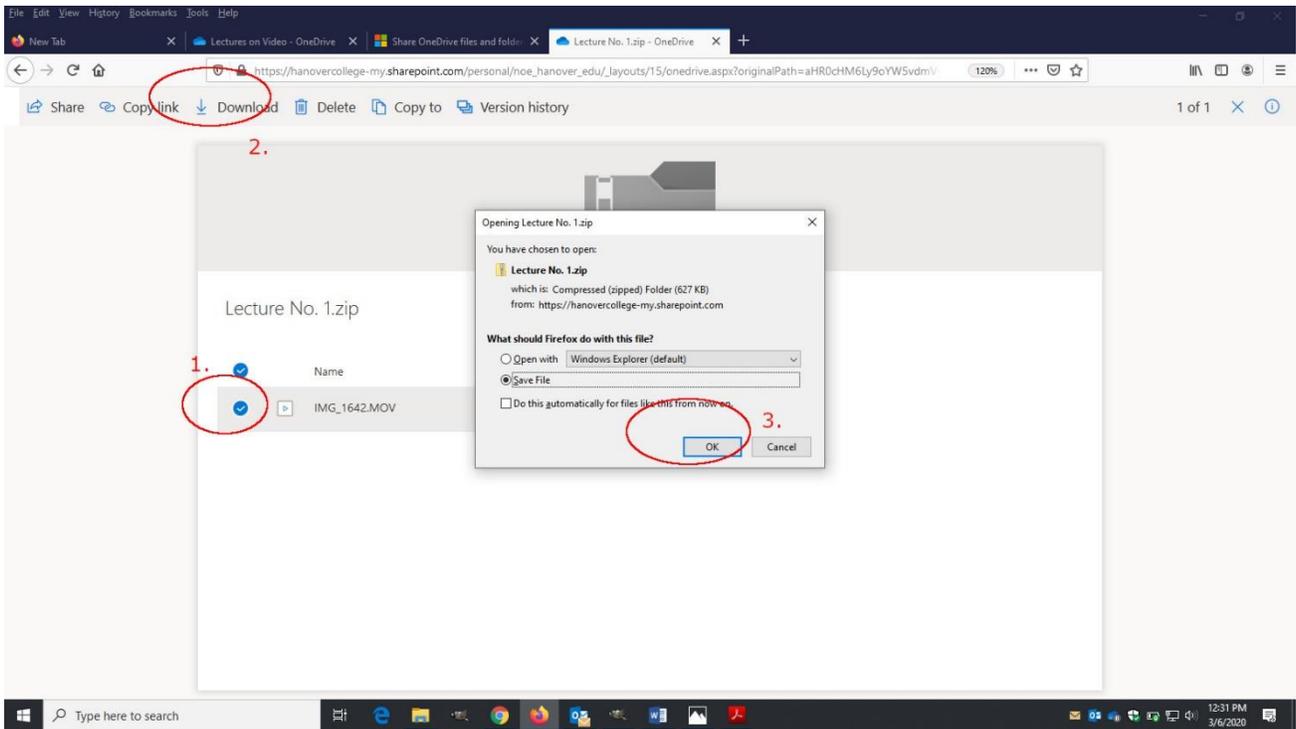
16. The blue button (or the link you create from copying the URL associated with the blue button) will take the user who has access to the folder.



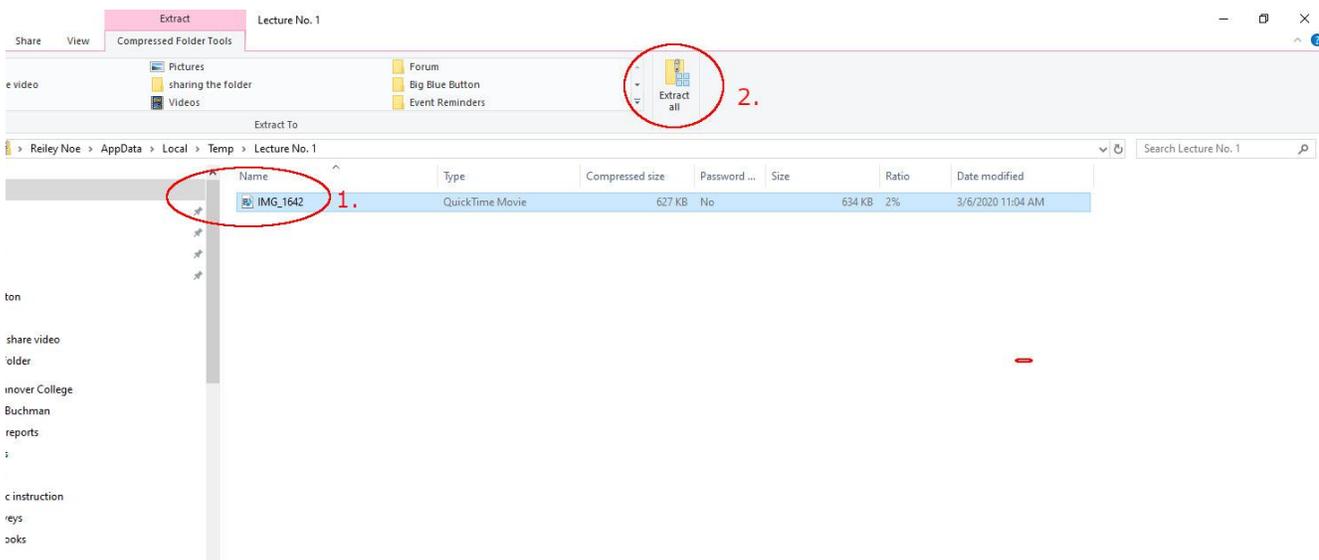
17. You'll come to this folder that the user can unzip the video. Click on the name.



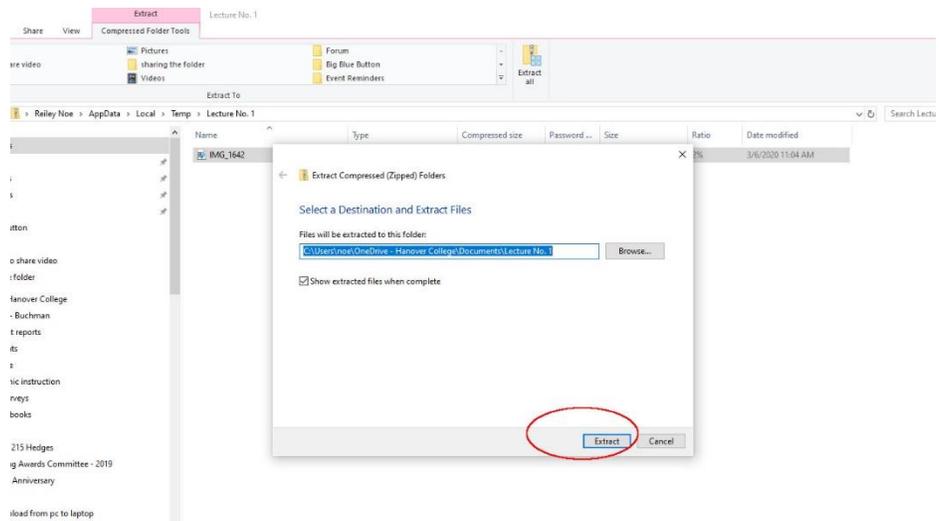
18. Click on the circle next to the video, then click on the Download icon. When the Zip File appears. Click Open with and then OK.



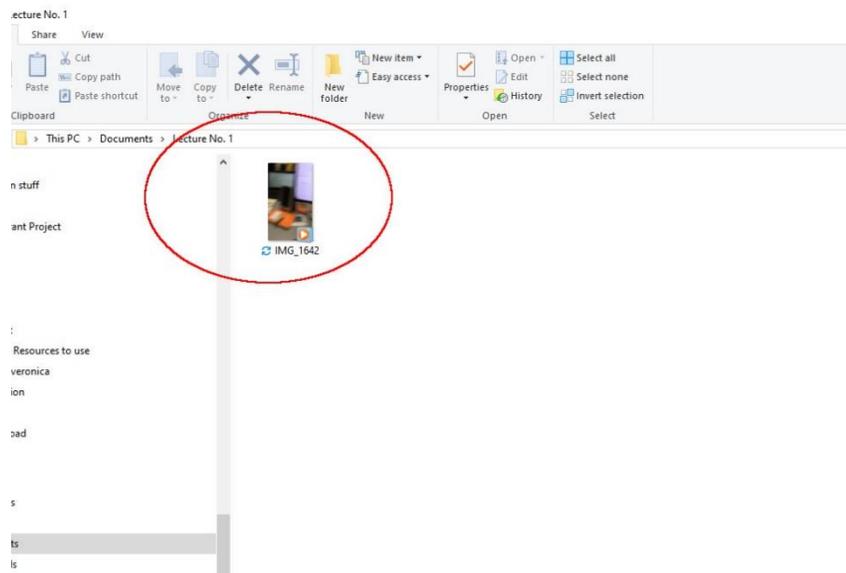
19. This window will appear. Highlight your video and then click Extract All.



20. On the popup that appears, **click extract**.



21. Select the video....



22. .... And it should play on your computer's video player. We could expand this thrilling video of an office phone to full screen by clicking on the icon.

