

## Upload and Share - OneDrive for Business

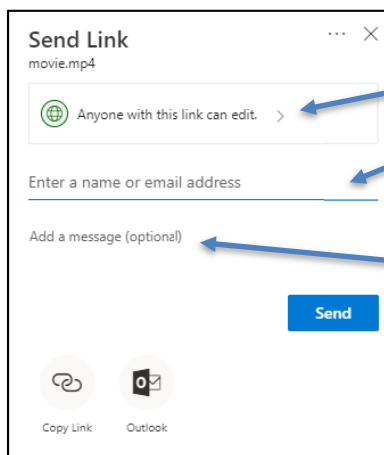
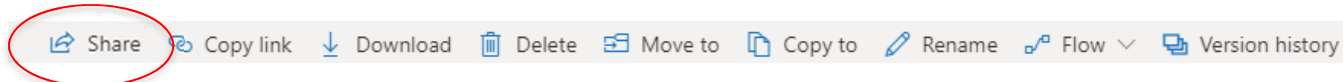
Find the link to log onto OneDrive, on this page: <https://www.albany.edu/myualbany> or go to <https://livealbany.onedrive.com/>

Video files are almost always too large to share in an email. Use OneDrive to share files and control access. This method also works well to submit video projects to your instructor, as an alternative to uploading to YouTube.

Upload the file. This may take a few minutes.



Select the file and select Share from top line menu



Click here and decide

Enter recipient's email address. It does not need to be an albany.edu email address

Add a message if you like and then press Send.

Recipient[s] will receive an email message from you with a link to the video. A video is best viewed if it is downloaded to a computer.

For more information on OneDrive for Business, see:

<https://wiki.albany.edu/display/public/askit/Getting+Connected+-+OneDrive+for+Business>