

## How to upload a video to eStream/Videostream

1. Navigate to <https://videostream.swan.ac.uk>

2. Hover over the **Anonymous User** icon and click **Log Out**

3. Log in using your **University** credentials

4. Click on the **Create** Icon located in the menu bar

5. Then select **Upload**

6. Drag and drop the video file on to the page or click the link to locate the file on your PC

7. Perform the following:

- Uncheck **Use filename for title**
- Enter a **Title**
- Select a **Publishing Policy**; typically BB or your College Folder
- **Only** if the video is an MP4 file select **Copy Only**

8. Click **Confirm**

9. On the next screen click **Start Upload**

10. The file will then upload to the server and will be processed. Once completed the video will be available.

11. To view your uploaded video Hover over your name in the top right hand corner of the screen and click **My Home**

12. On the MyHome page click the **Media** icon then the search icon

13. This will then display all of the recordings/videos you have made/uploaded. The latest upload will be located at the top of the list.

