

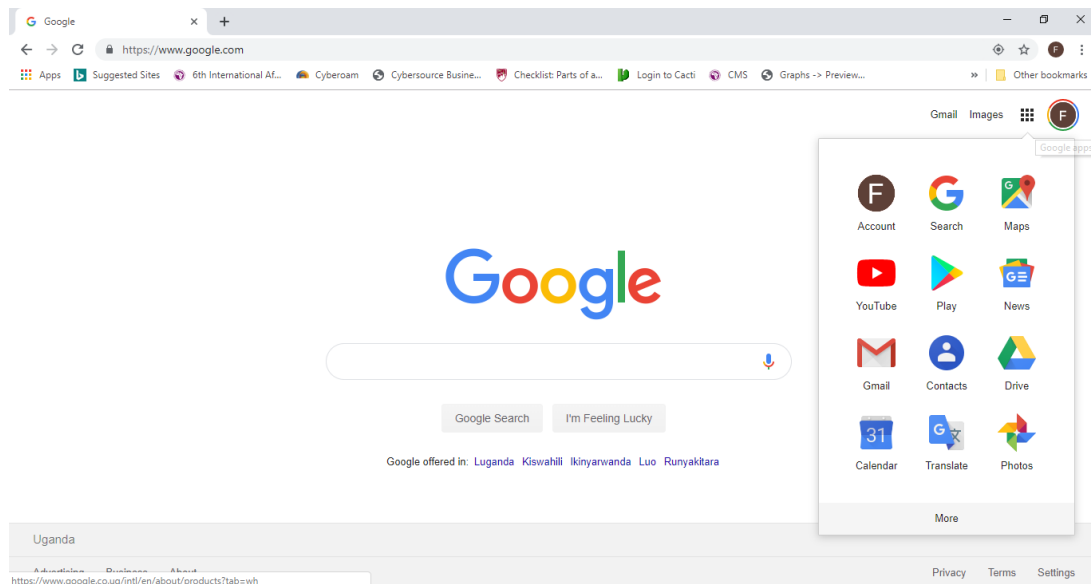
Requirements for uploading and sharing a video using Google Drive

1. Internet connection
2. Existing Google Account

APCA will collect the videos through google drive file sharing. The TCT grant recipient is required to have a Google account in order to upload and share the Video with APCA.

How to log on to Google Drive

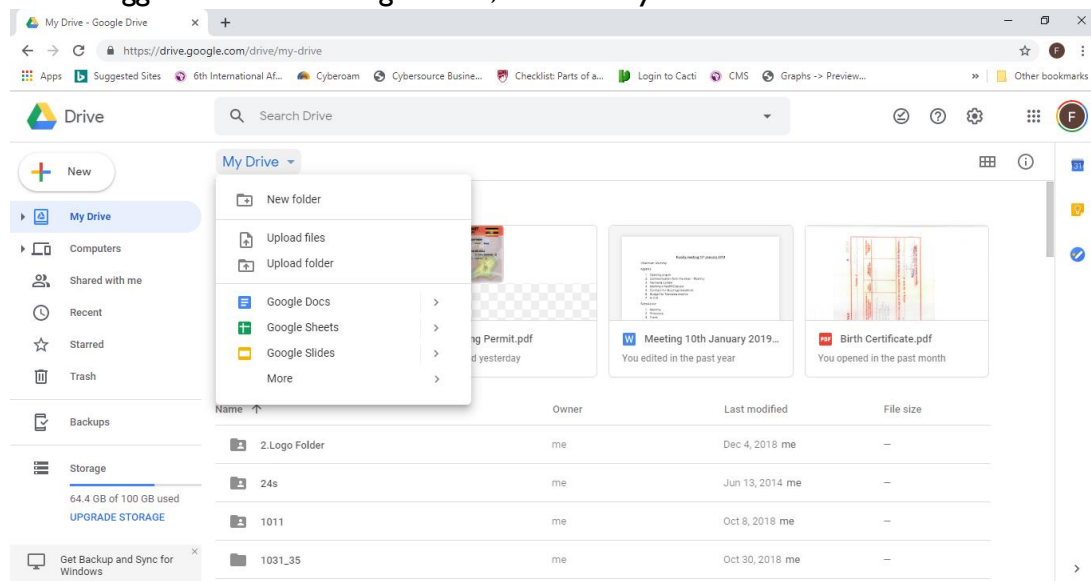
1. From your browser, go to www.google.com and click on sign in the right to top corner
2. Enter your Google username and password to sign in
3. On the next page click on the grid to show more Google tools as shown



4. Click on the drive icon to go to Google drive

How to upload files on to your Google drive

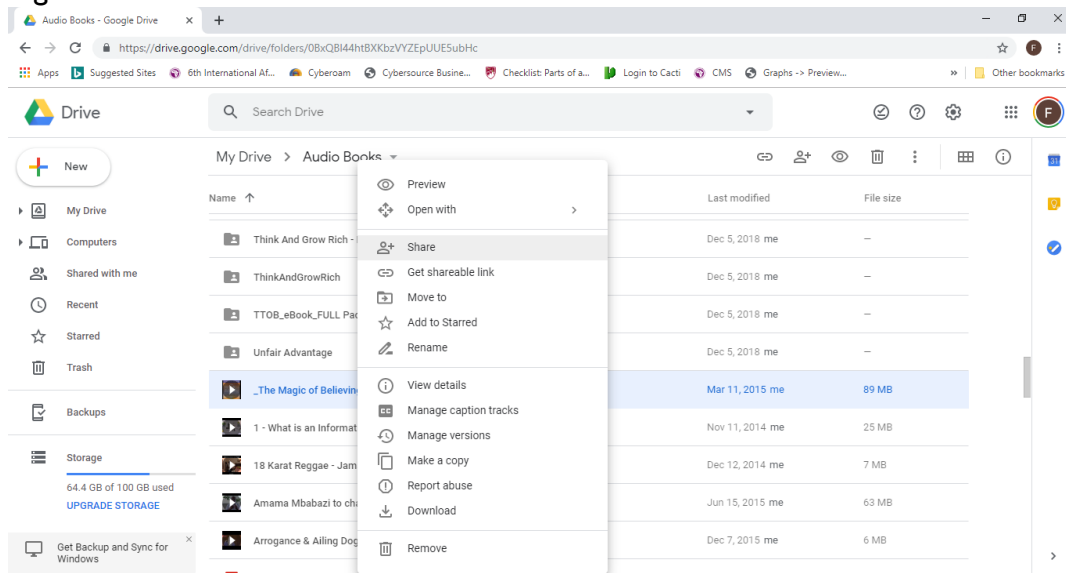
1. While logged on to the Google drive, click on my drive as shown below



2. Select upload files
3. In the file browser that pops up go to the location on your computer where the video is, select it and open
4. The file will upload on to your google drive

How to share uploaded files

1. From your Google drive, select the video file you would like to share with APCA
2. Right click the video and select share as shown



3. Share the video with apcaug@gmail.com as shown

