

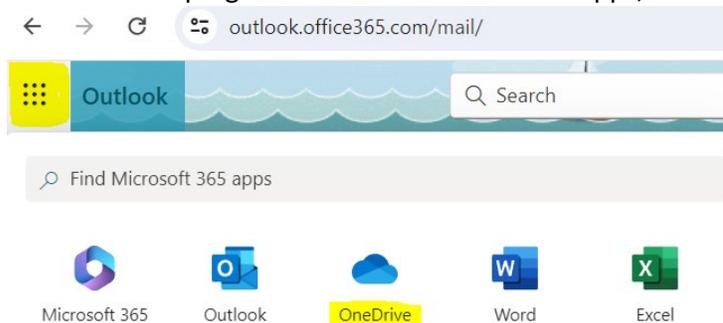
## 2024 International Video Contest

### Instructions for video submission

Please read the following before submitting your entry! Entrants are deemed to have accepted and agreed to all rules.

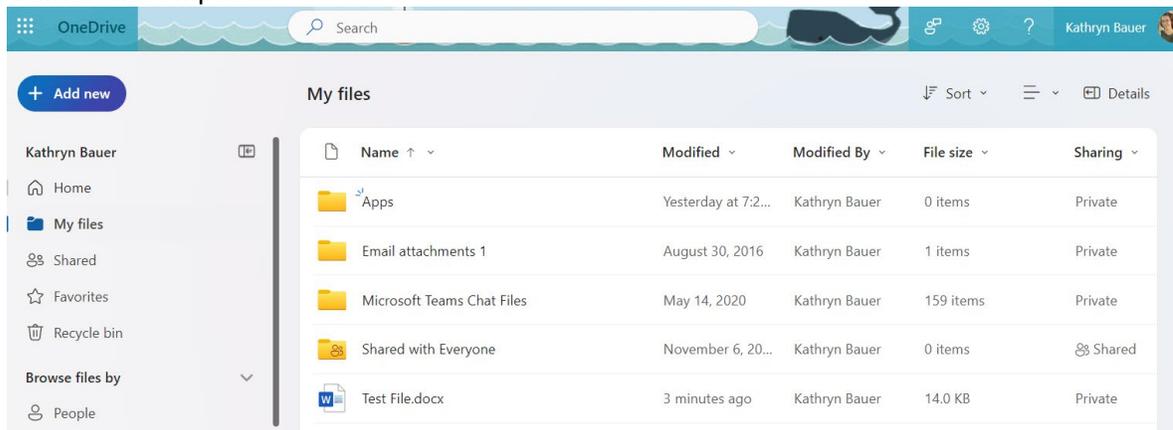
Your video must be uploaded to a file sharing platform e.g. OneDrive or Google Drive. If you do not have a Google account, use this instruction sheet to upload your video to OneDrive.

1. Save your video as a MOV, MP4, MPEG4, AVI, WMV, MPEGPS, FLV, 3GPP, or WebM file. Name the file as “full name – study abroad location” e.g. “Alex Jones – Australia” (this is for submission purposes only).
2. Log on to your UCalgary Office 365 Outlook as normal. (<https://webmail.ucalgary.ca>) Click on the top right button to view available apps, and click on OneDrive.

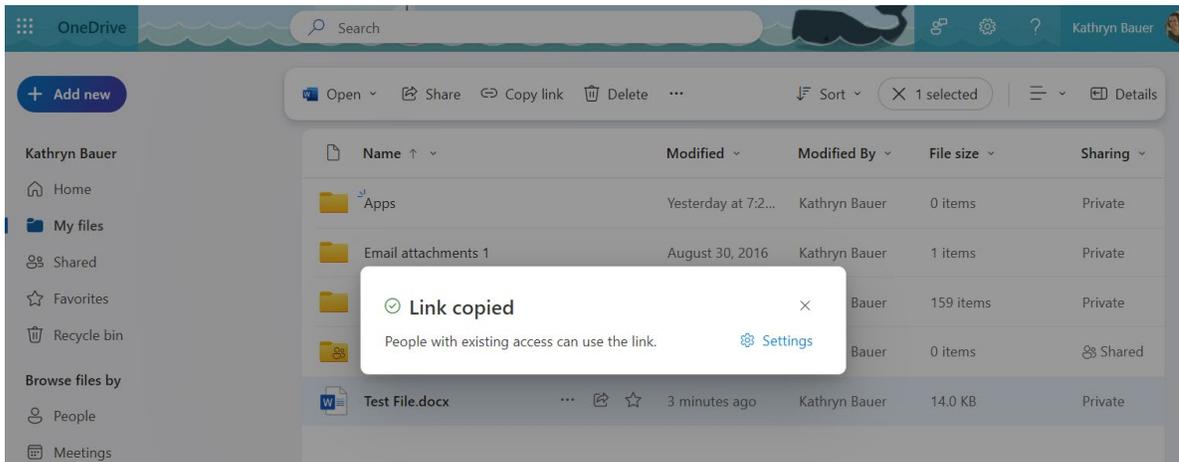


Note: you may have to set up the OneDrive if you have not previously used it. Follow the internal instructions to set up your free OneDrive in just a few minutes.

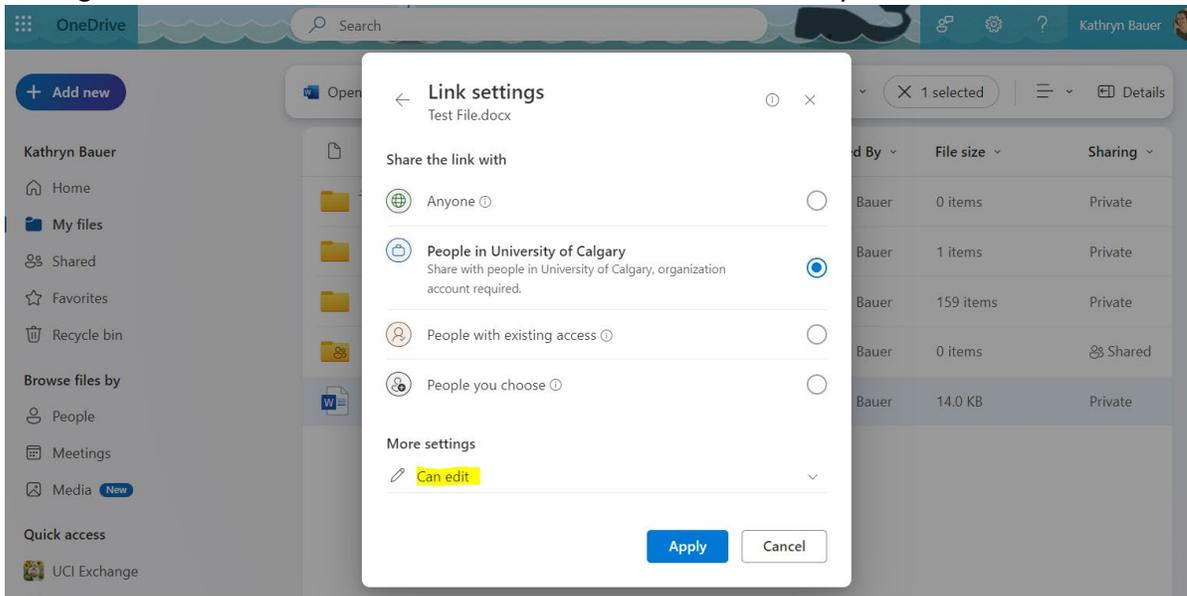
3. Click the “Files” option then “Upload” and select your video file from your computer. It may take a few minutes for your video to upload; please be patient. If difficulties persist, try using a different computer.



4. Once uploaded, right-click the document and select “Copy Link”.



5. Click “Settings”. Share the link with “People in University of Calgary”. Ensure that the More Settings section is set to “can edit” – this will allow us to download your video.



6. Once done, click “Apply” to save your changes. The share link should automatically be copied – you may wish to paste it immediately in a Notepad or another file so that you don’t lose it. Note, if you need to copy the link again, please check the settings as it may have re-set.
7. In the Video Contest Entry Webform, paste the share link where requested. Once you submit the Webform, your video has been received. If there are any issues accessing your video, we will email you to follow up.

Your video should be uploaded to a file sharing platform such as OneDrive or Google Drive. Make it a "shareable" file and paste the Share Link here so that we can access it. (If we have problems accessing it, we will email you.)

[https://uofc-my.sharepoint.com/:w:/g/personal/kabauer\\_ucalgary\\_ca/EU9F6UfRk4lOI4YgDr](https://uofc-my.sharepoint.com/:w:/g/personal/kabauer_ucalgary_ca/EU9F6UfRk4lOI4YgDr)

