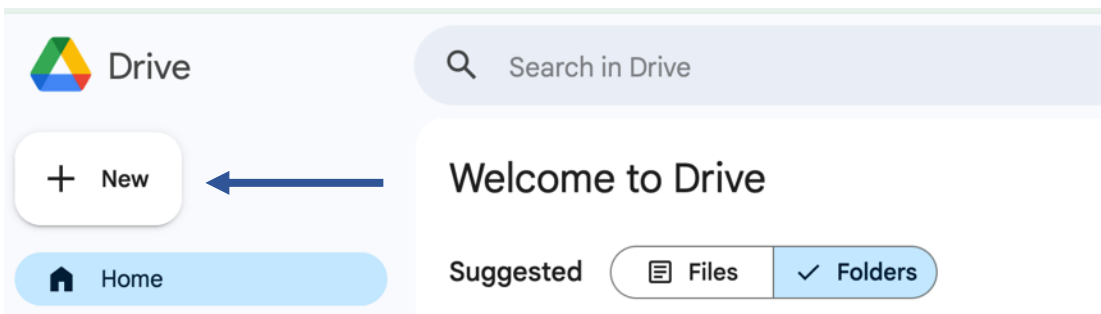


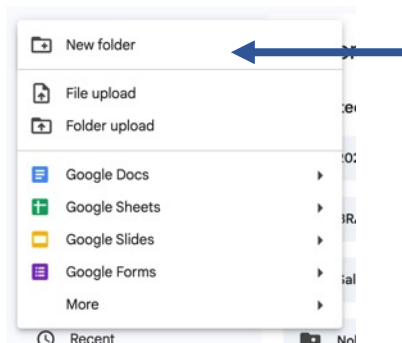
Embedding Videos from Google Drive

Follow this guide if you would like to share videos on your website without having them uploaded to YouTube or Vimeo.

- Go to your google drive and click the + New button



- If this is something that you are going to do quite regularly, we suggest creating a folder to house all your videos.



- Give your folder a name then click **Create**

New folder

Our School Videos

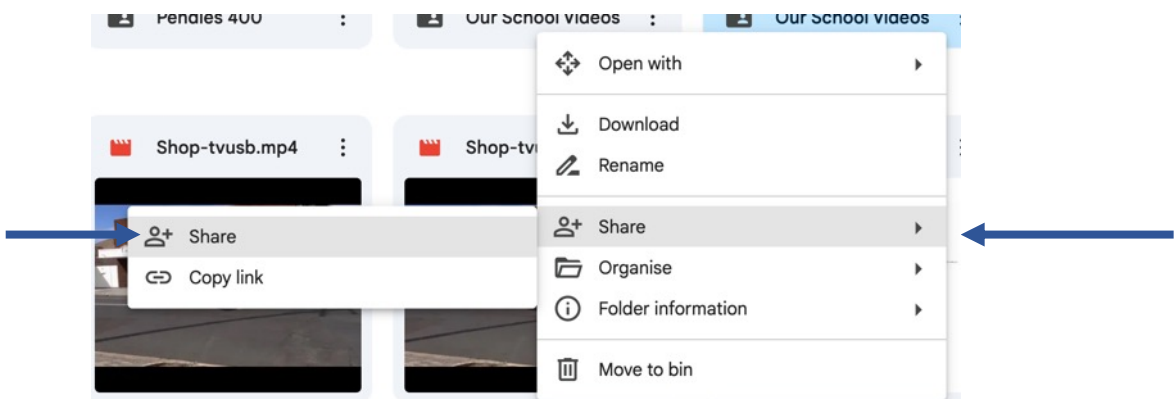
Cancel Create



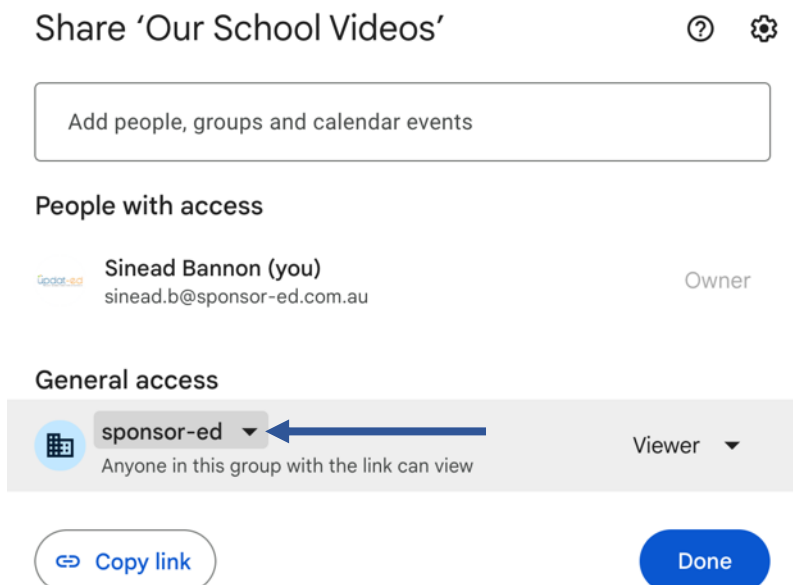
- Click on the 3 dots to the right hand side of your folder



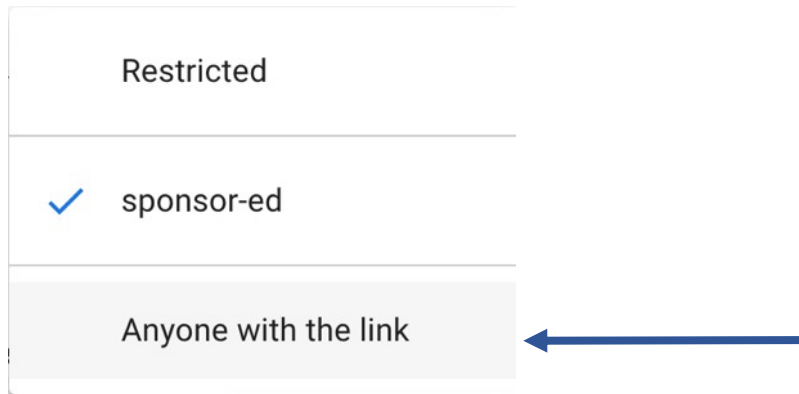
- Hover over share, then click on Share from the drop down menu



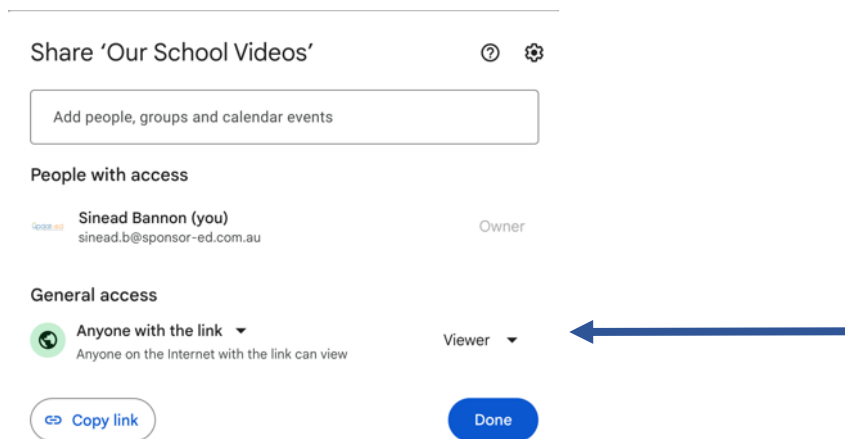
- Under **General Access**, click on the arrow to open a menu



- From the drop down menu, choose **Anyone with the link** option



- Your folder access has now been updated.



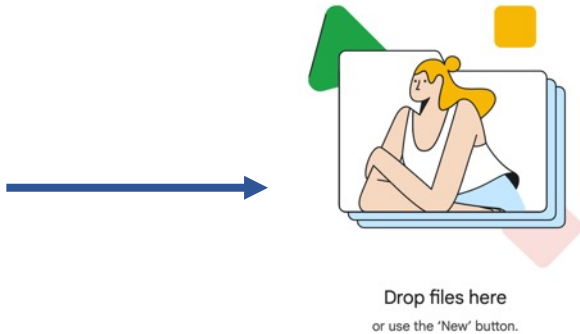
- It's now time to upload your video into the folder. Double click on your folder name to open it.



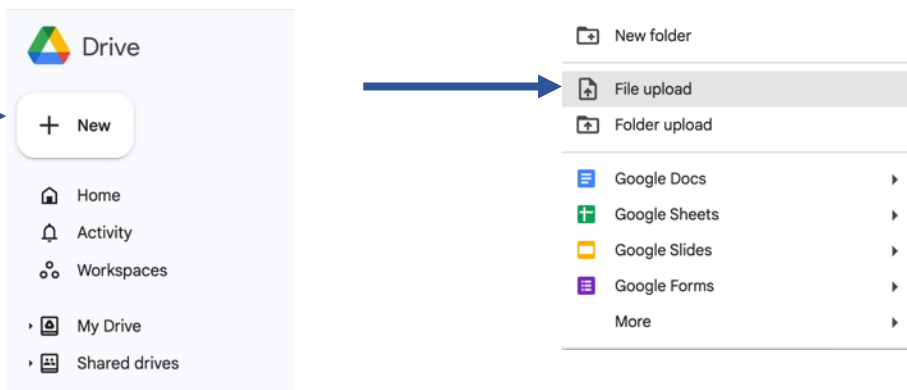
- The folder is empty, you can either drag and drop into the folder.

My Drive > Our School Videos ▾

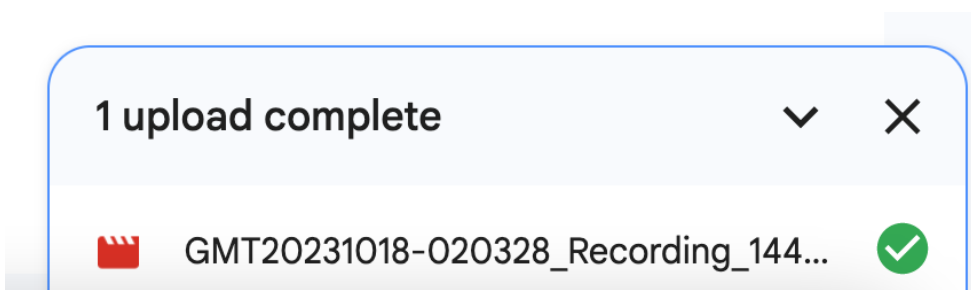
Type ▾ People ▾ Modified ▾



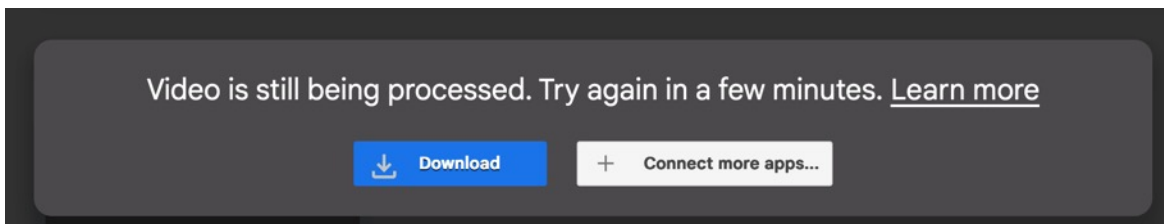
- Or click on +NEW – File Upload and browser your computer for the video.



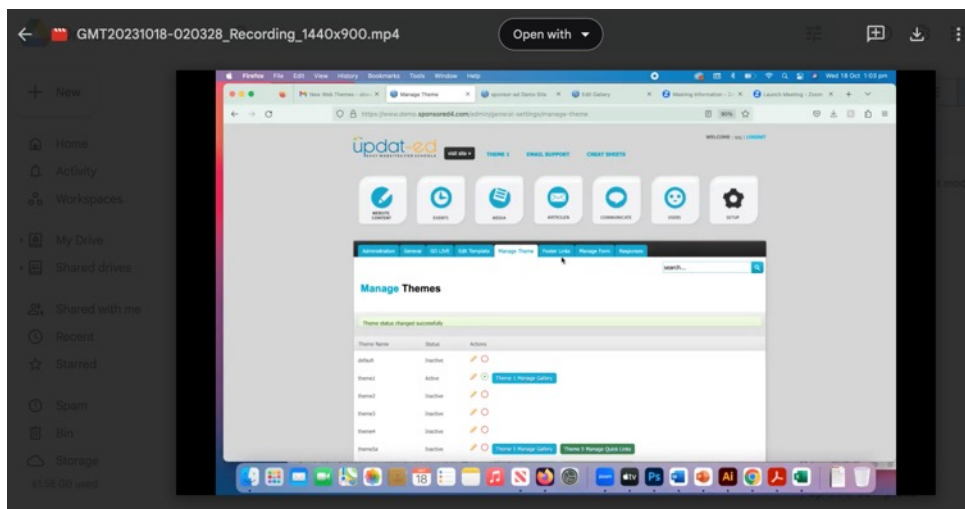
- Your video will upload into this folder, depending on length of the video it may take some time to upload.



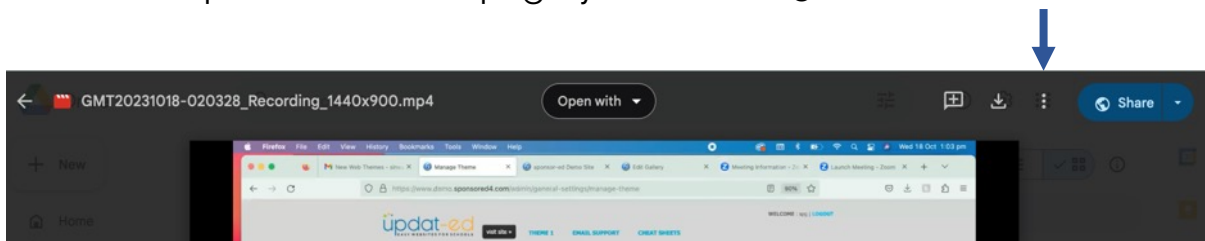
- For now, you might need to take a break and come back to it, as the drive needs to process your video. You can double click on your file, if it's not ready it will display the following message.



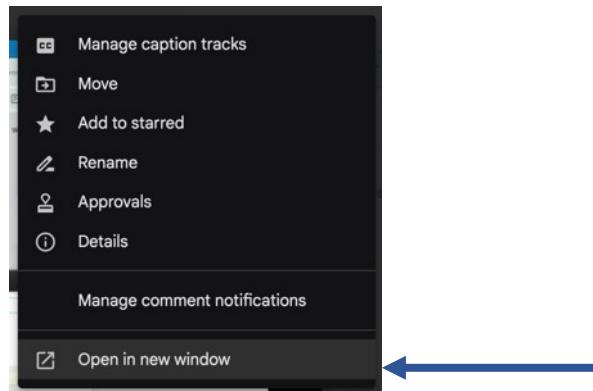
- When it is ready, you can double click on the file and it will play in a window like this. *(Please note: this is a helpdesk video that is why you are seeing the backend of the website – it is in fact a video!)*



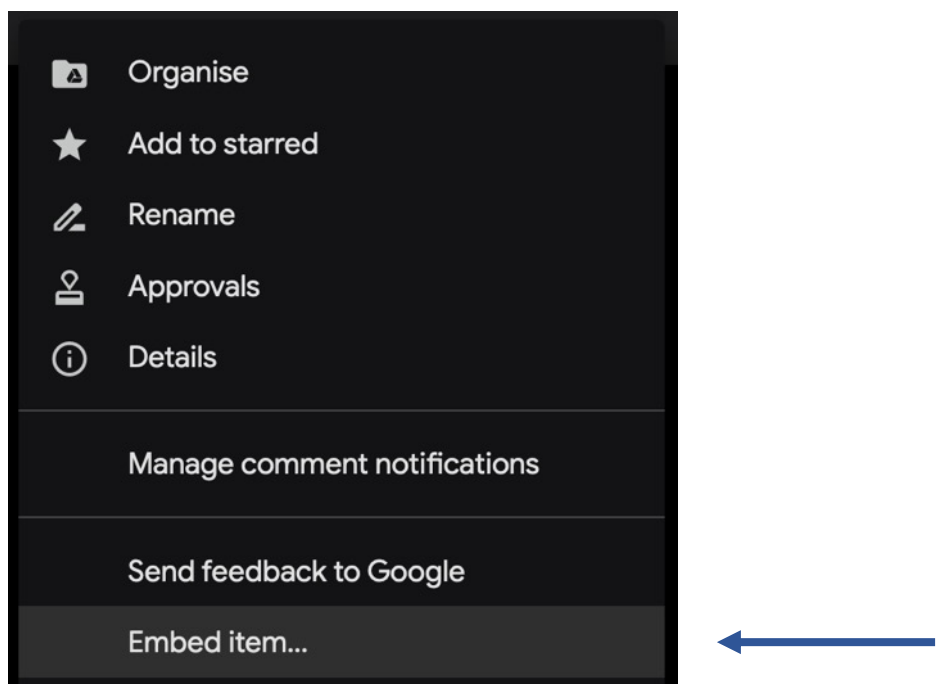
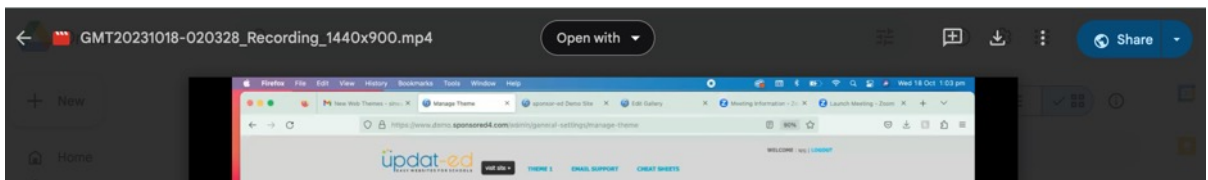
- In the top corner of that page you will see 3 dots, click on these.



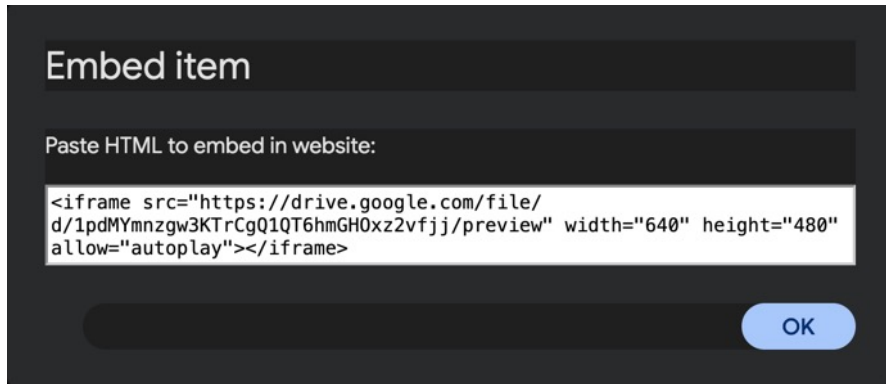
- Click on **Open in new window**



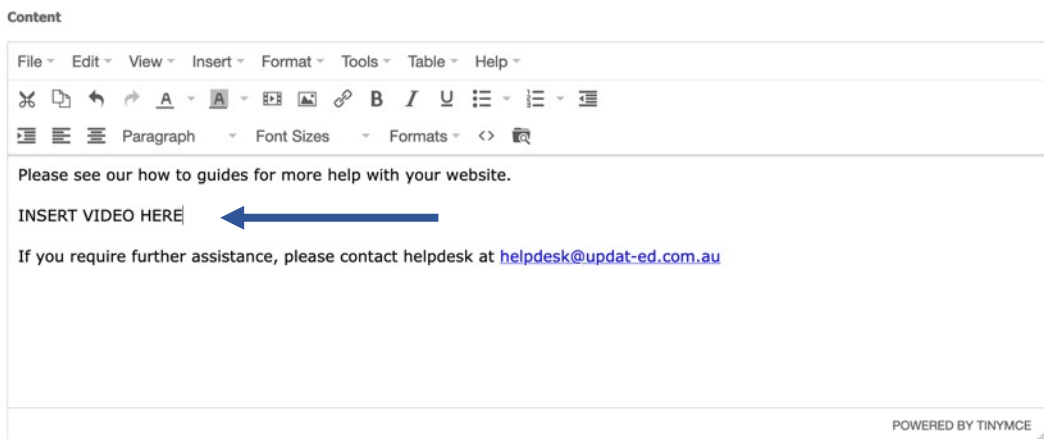
- From the new window, click on the 3 dots again. You will now see an **Embed Item** option



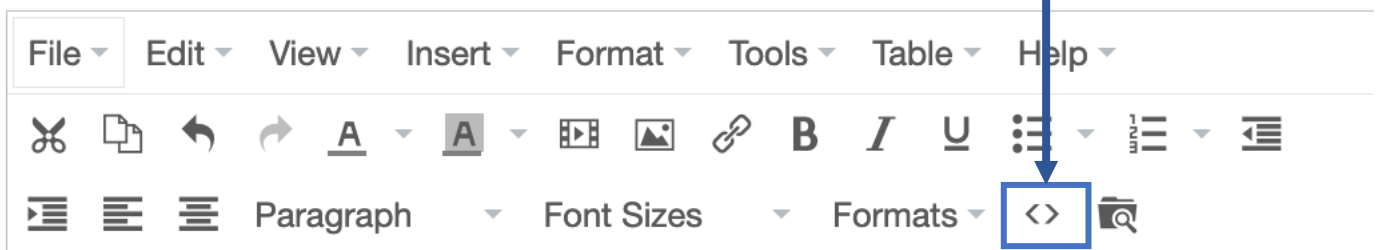
- Click on Embed Item and Copy the code in the window. Then click OK.



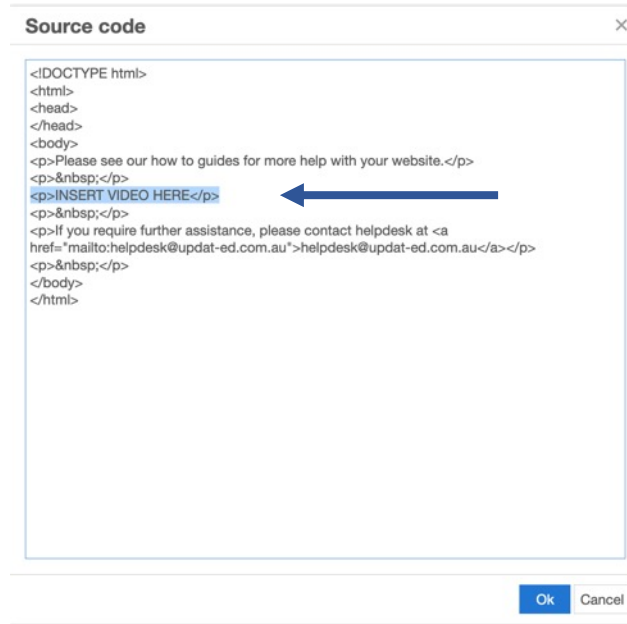
- Go to your website and edit the page/article you wish the video to appear. I find it handy to type in capitals on the page **INSERT VIDEO HERE** in the position you wish your video to land.



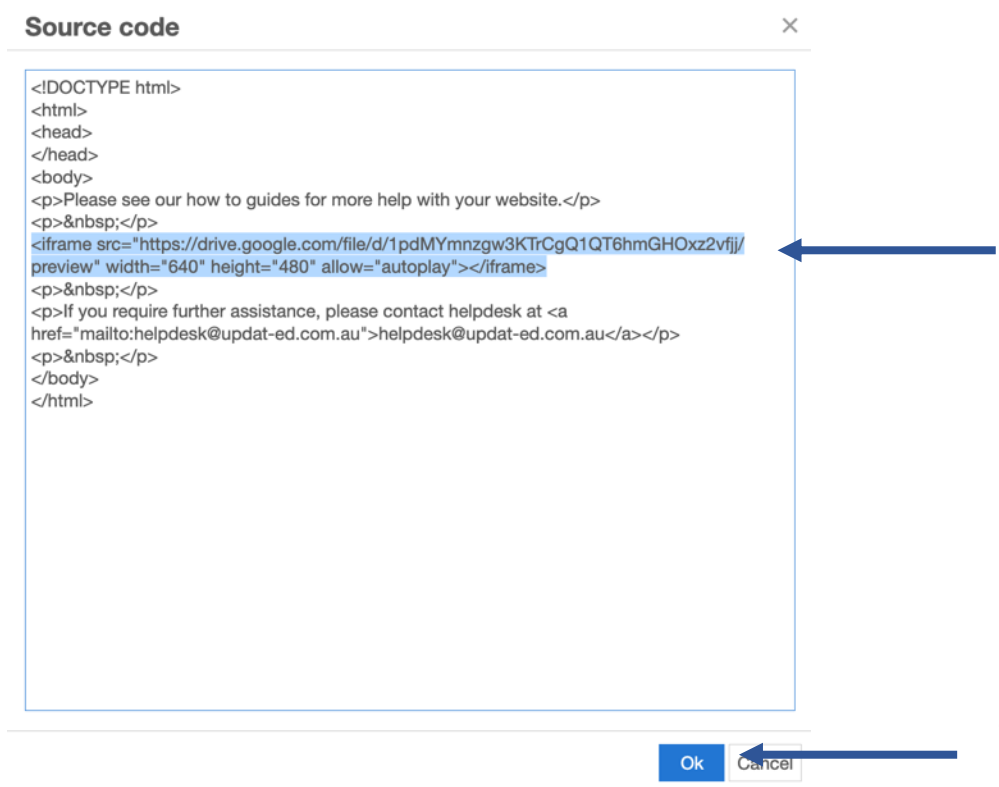
- In the toolbar, on the bottom row you will see a code button. It looks like this <>. Click on this.



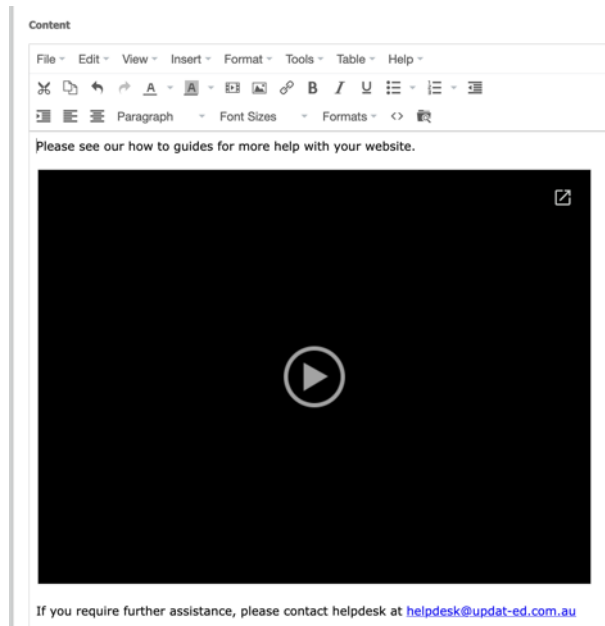
- Find your text INSERT VIDEO HERE in the pop up window and delete it.



- Paste the code you copied from drive in its place, then click OK.

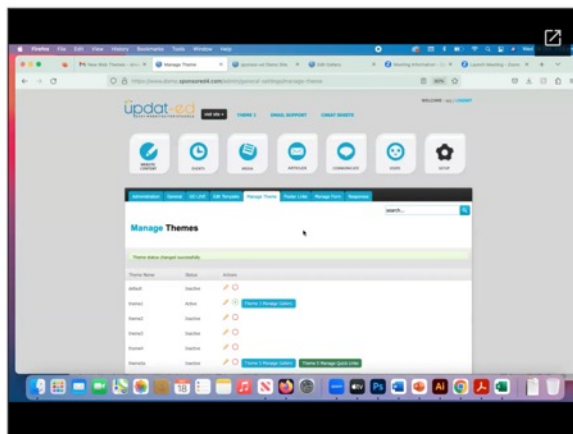


- You will now see your video on the page. Update/submit your page and visit your site to see it play!



GOOGLE DRIVE VIDEOS

Please see our how to guides for more help with your website.



If you require further assistance, please contact helpdesk at helpdesk@updat-ed.com.au

- Follow the steps to load your next video (but don't create a new folder, you can keep all your videos stored in the folder you created in the beginning!