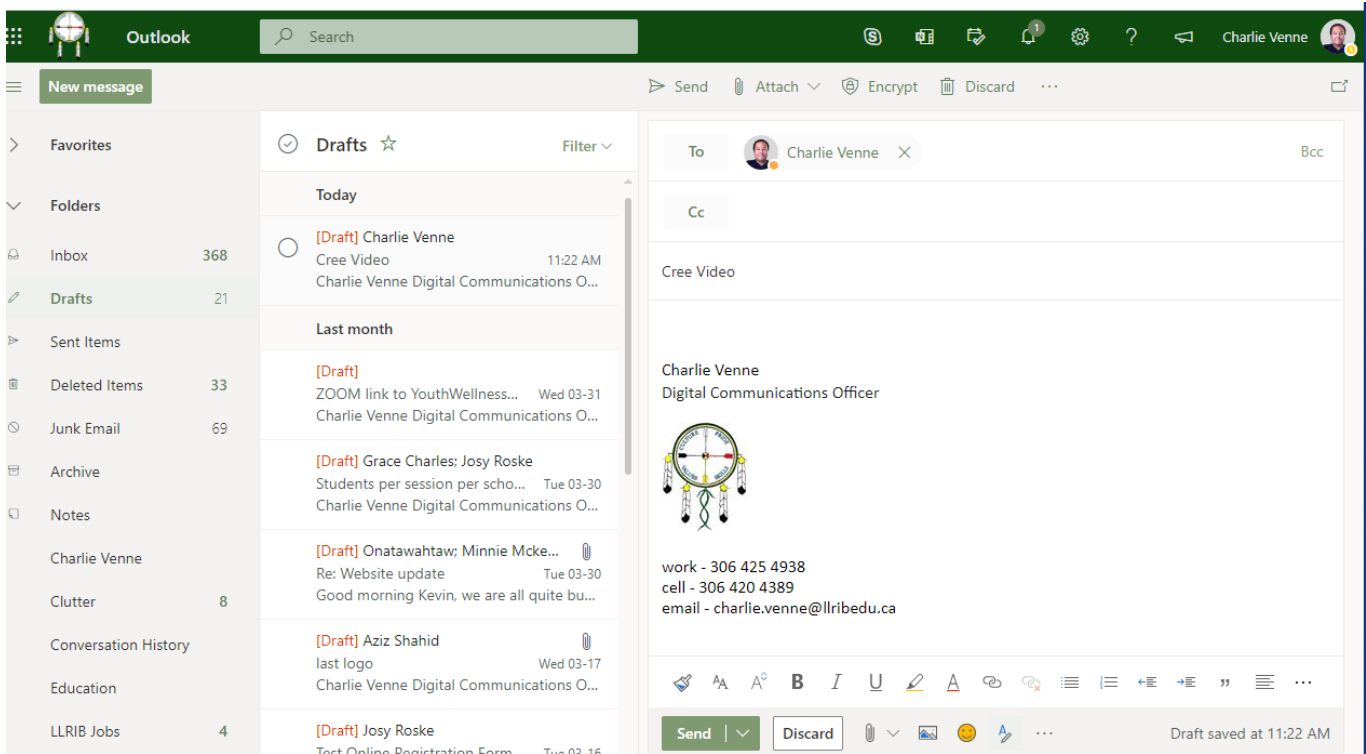
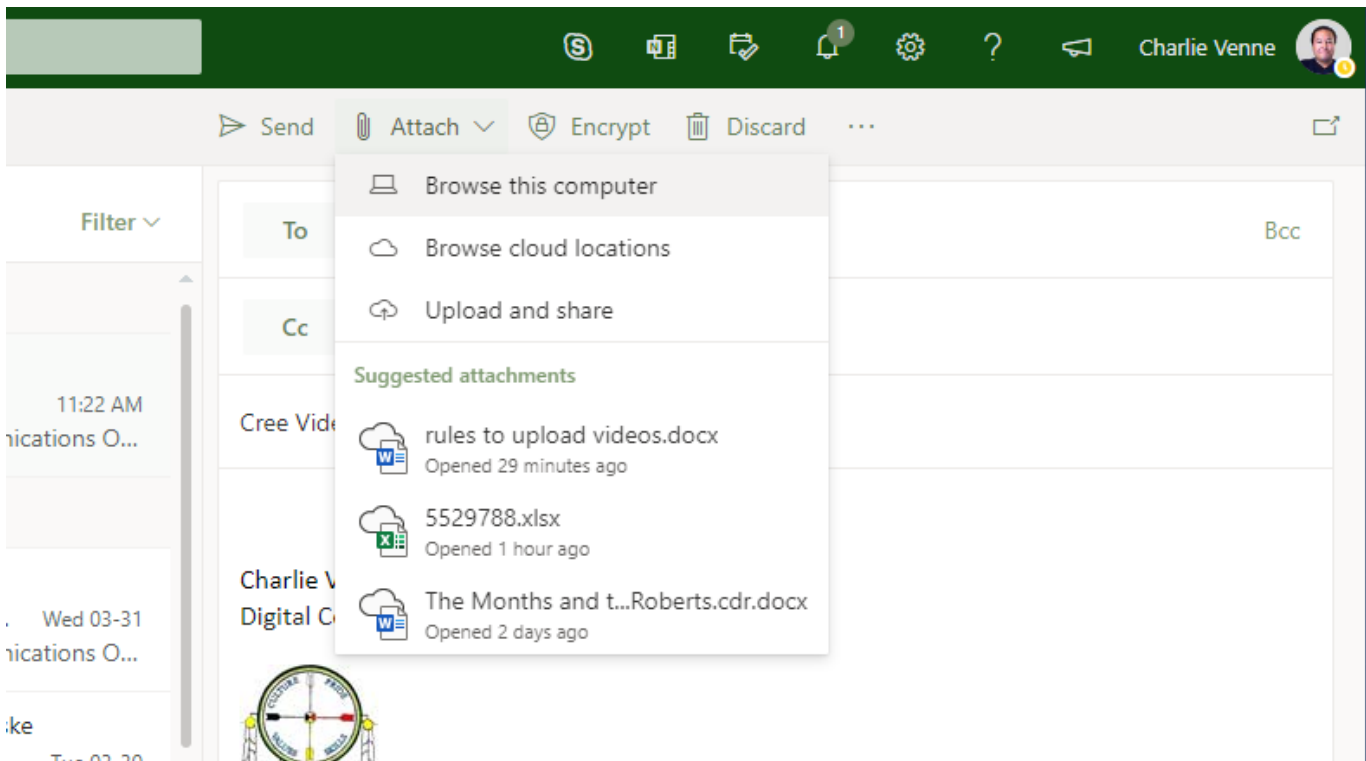


How to Submit a Video through Microsoft (Outlook) email.

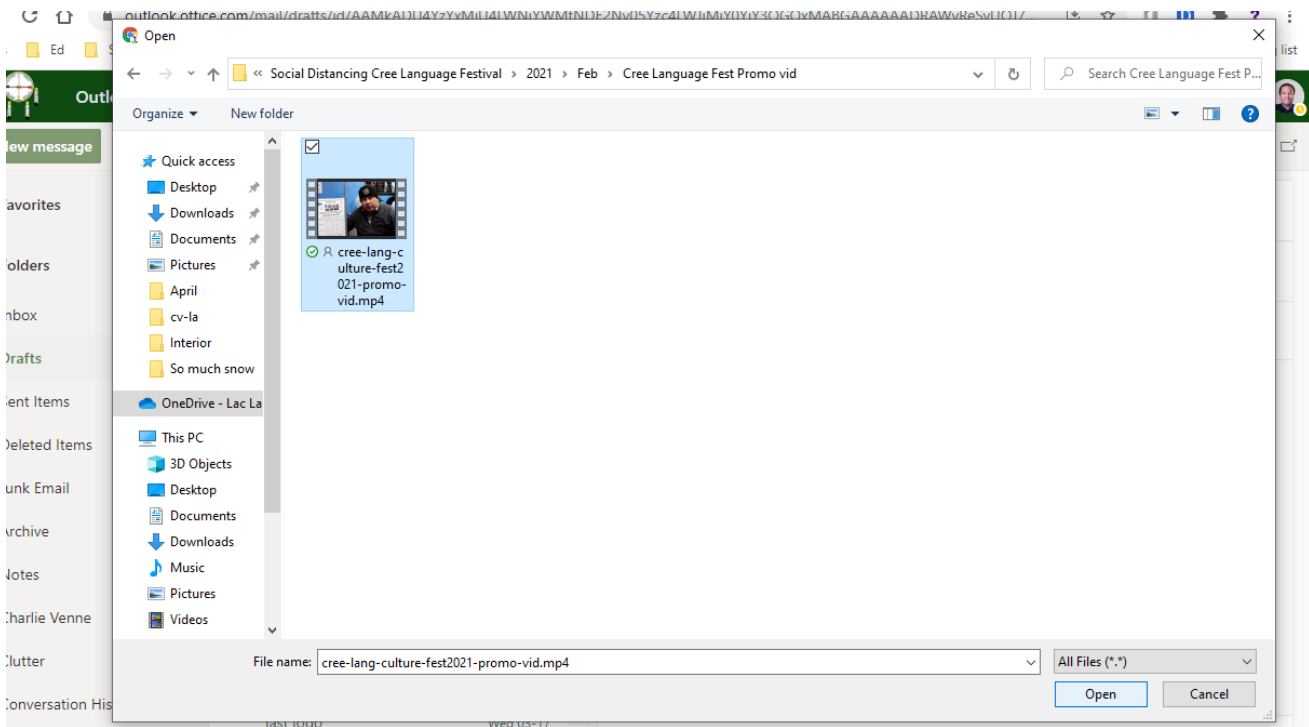
Open you Outlook and add Charlie.venne@llribedu.ca to send. Fill-in the subject, I used Cree Video.



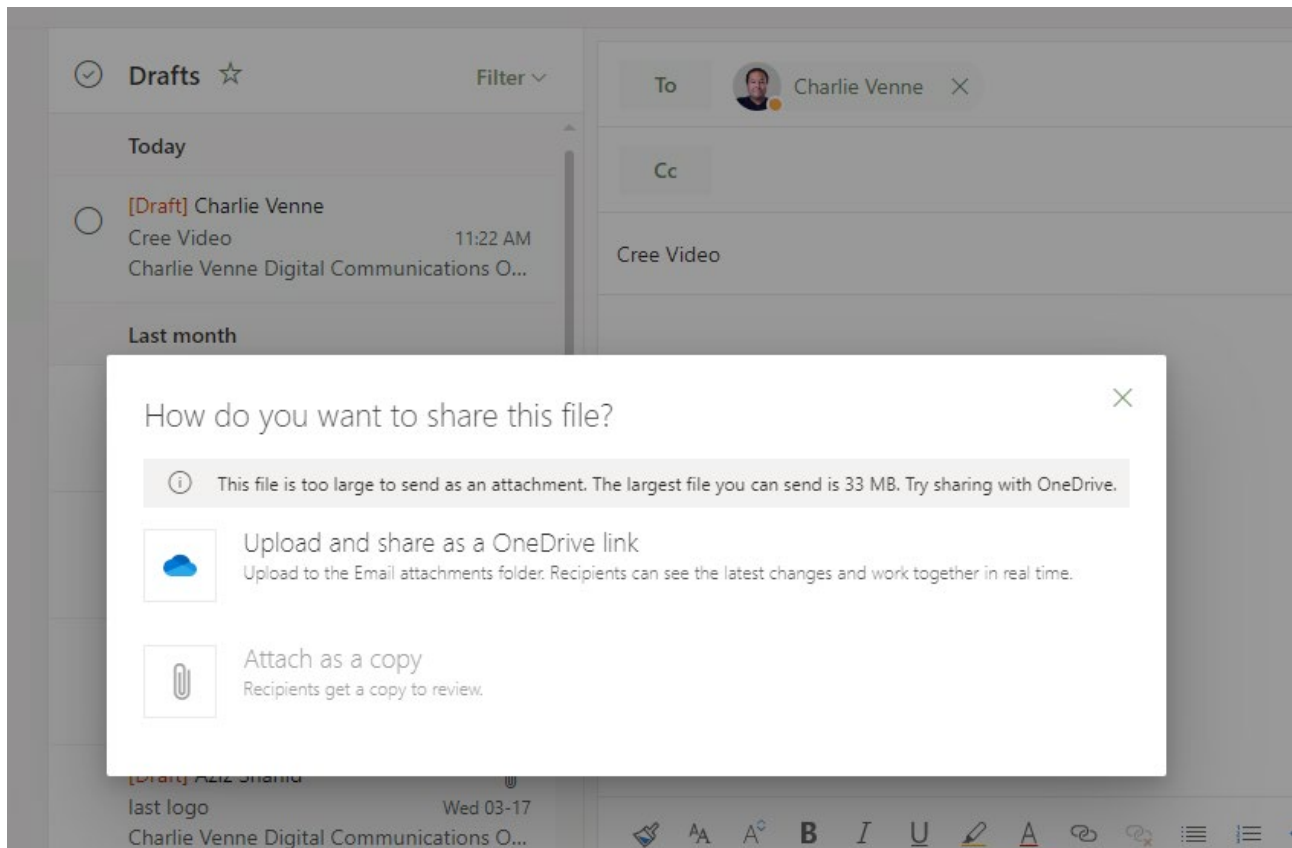
Go to Attach (paper clip icon) and **Browse this computer**



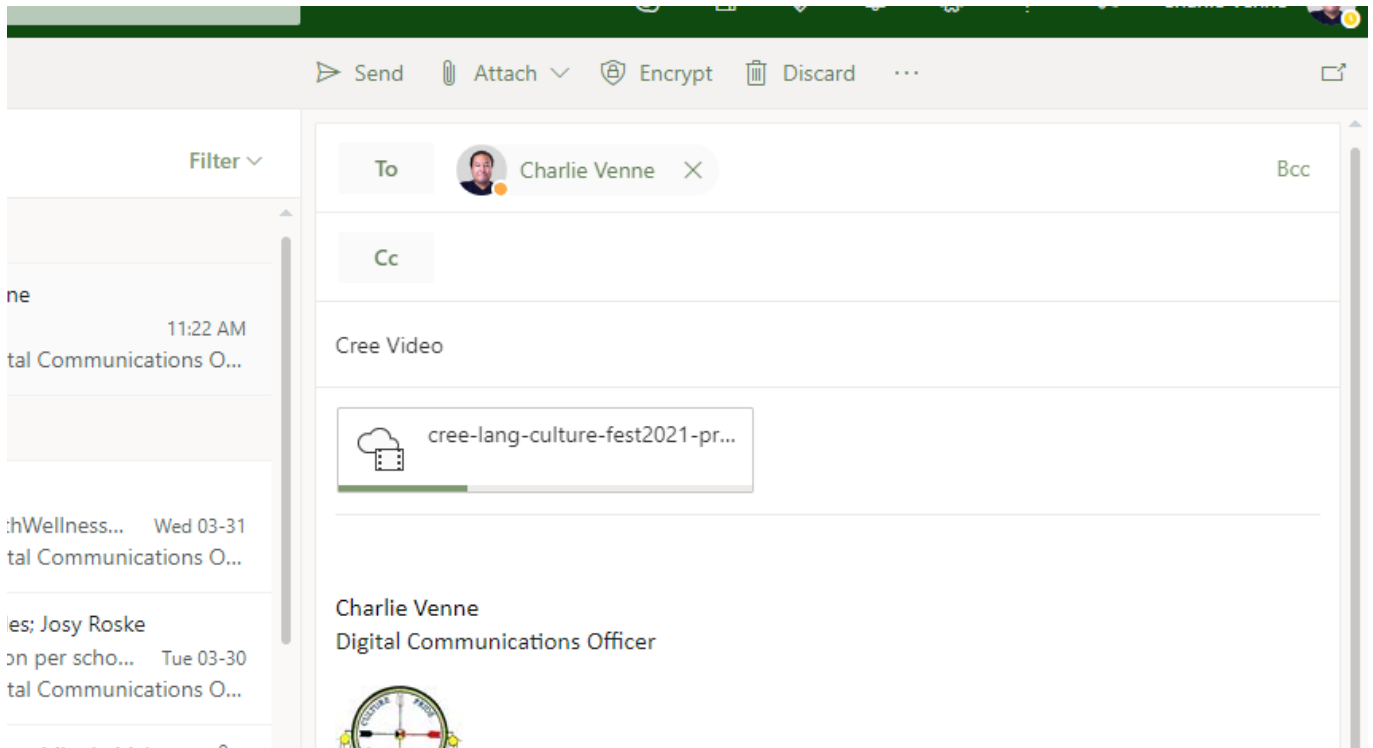
Go to the folder containing the video, select the file, then select **Open**



Please choose **Upload and share as a OneDrive link**. A video is usually too large for email.



The video will start to upload, please give it some time.



When the video is done uploading, you may fill in the rest of the email content, if you had not already done so. **Send** the email, I will receive a link to the shared folder.

