

## How to upload your video and pdf file

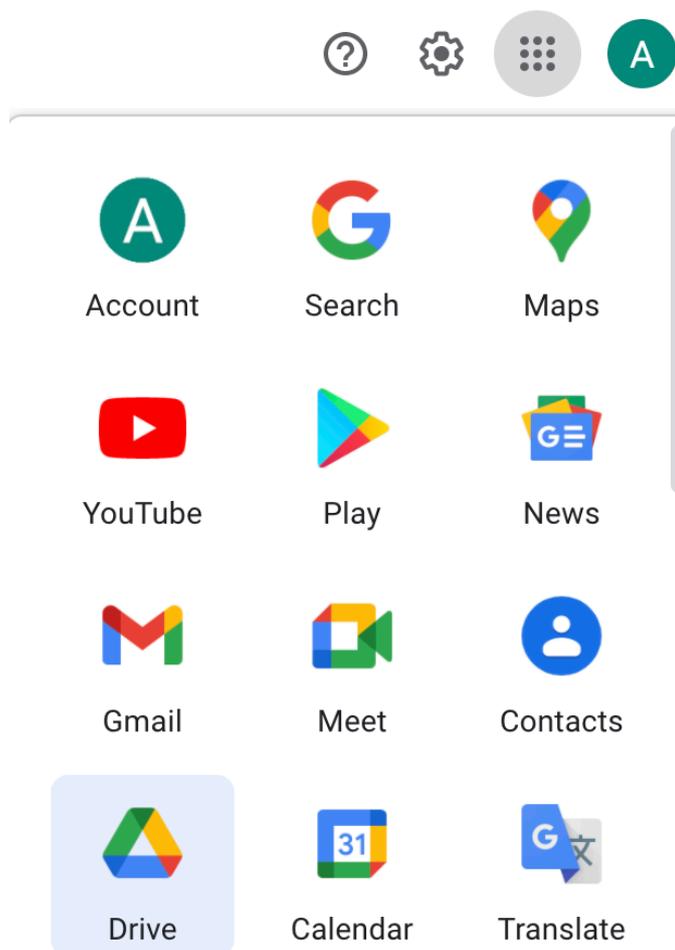


FIGURE 1: TOP RIGHT CORNER OF YOUR GMAIL

Open your gmail account, on the top right corner click on the 3X3 box as is shown in **Figure 1**. You will find "**Drive**" menu, click on this.

Now you are in your google drive now. Click on "**New**" as shown Figure 2, then on File upload (**Figure 3**).

You will be required to select your file and it will get uploaded. You should be able to see the video in your google drive. Once you right click on this video, you should see something like **Figure 4**. Click on "**Share**"

**Make sure anyone with the link can view it (Figure 5)**. Now click on **Copy link** and paste the same to the area mentioned in our portal.

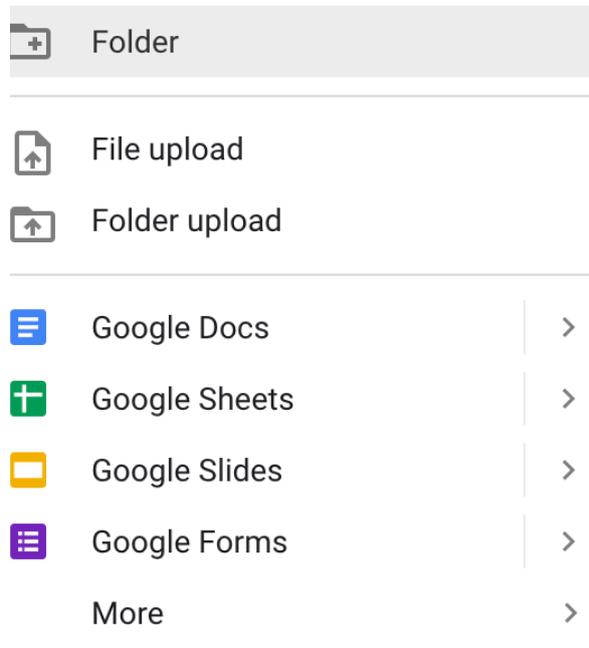
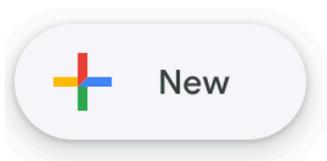


FIGURE 2: CLICK ON NEW

FIGURE 3: CLICK ON FILE UPLOAD

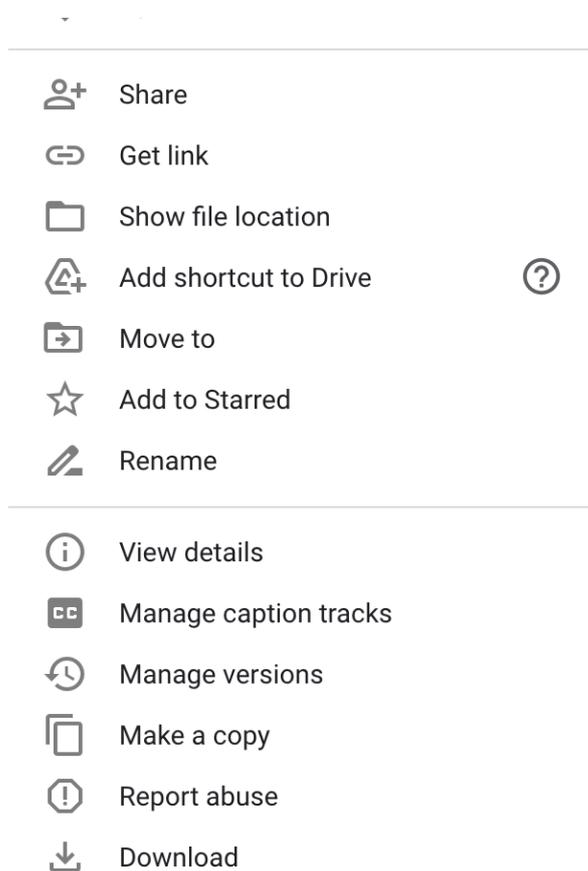


FIGURE 4: CLICK ON SHARE

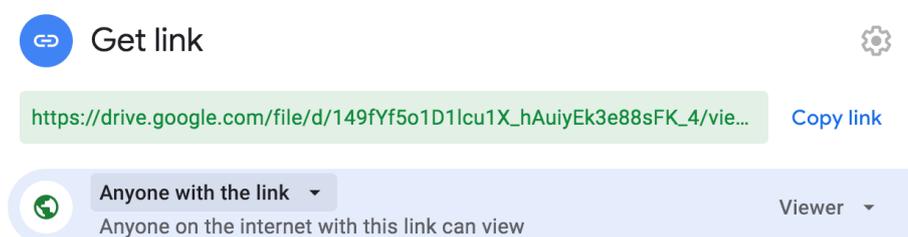


FIGURE 5: MAKE SURE ANYONE WITH THE LINK CAN VIEW IT.