

Uploading to St. Thomas' Video Ministry Google Drive

Uploading Video using Phone or iPad –

- It is recommended that you install the Google Drive app on your phone or iPad (not sure about other tablets)
- Someone from the Video Production team will send you an email inviting you to contribute to the shared folder. The email will come from videoministry@stthomascamdenme.org.
- Click on the **Open** button at the bottom of the email
- This will open the shared Google Drive folder
- Click on the “+” sign at the bottom right
- You will see a “Create New” popup - Click “Upload”
- Click “Photos and Videos” and choose the video you want to upload
- Click “Upload” in the upper right-hand corner
- You should see the video you chose in the “Uploads” window
- You will see a message when the video has finished uploading

Uploading Video from Computer -

- Someone from the Video Production team will send you an email inviting you to contribute to the shared folder. The email will come from videoministry@stthomascamdenme.org.
- Click on the **Open** button at the bottom of the email.
- This will open the shared Google Drive folder webpage.
- You can upload as follows –
 - Click on the “+ New” oval on the top left (under the Google Drive symbol) or right-click anywhere inside the page
 - Click “File Upload”
 - Choose the file/video you want to upload
 - In the bottom right-hand corner, you will see the upload status and notification when it is complete
 - Once uploaded, close out of the website

Once you have uploaded the file, please send the Video Production Team an email (videoministry@stthomascamdenme.org) letting them know the file was uploaded, the name of the file, and the portion of the Service you are uploading.