Sharing Videos Using OneDrive

Faculty Resource

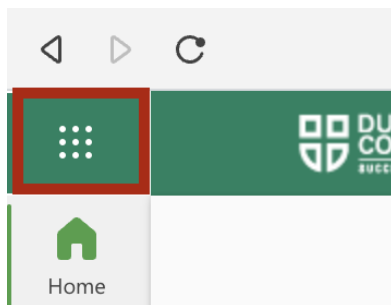This document will show you how to share videos using Microsoft OneDrive.

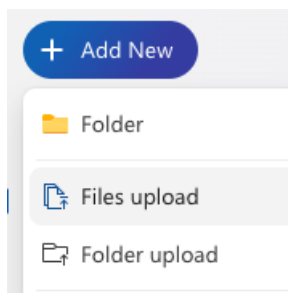## Step 1 – Log into OneDrive/Microsoft 365

Go to Microsoft365.com

Login with your email and network password.

Click on the waffle icon in the top-left corner and select **OneDrive**.

Step 2 - Upload Video to OneDrive

Select **Add New** > **Files upload** and choose the file.

Note: Once the file is uploaded it will be displayed in the list of files. This can take longer if the file size is large. Look for the progress indicator at the bottom-centre to confirm if it is still uploading.
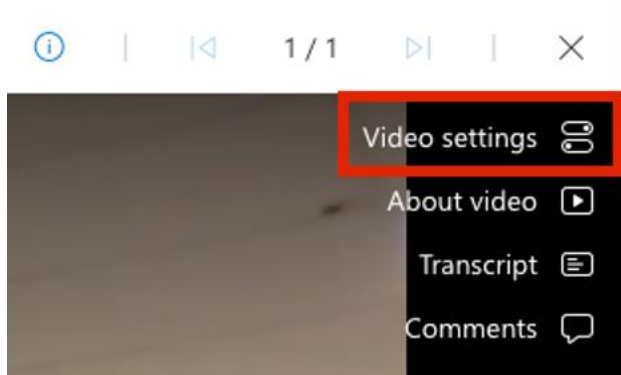
Step 3 – Generate or Upload Captions

Click on the file name to open the video in viewing mode.

Select **Video settings** in the top-right corner.

If you do not see this option, press play on the video and then the menu options should appear.

Expand the **Transcript and captions** section and select **Generate** to create automatic captions, or **Upload** if you have a professional caption file. .
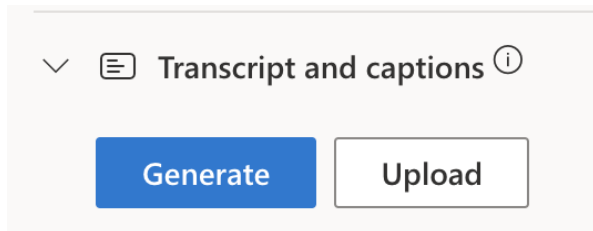

- It can take time for automatic captions to be generated. Generally, this can take 1-2 times the length of the video, however, this timeframe can be longer depending on other factors.
- Check to see if your video has captions by looking for a CC button on the player (or look for a transcript displayed to the right of the video).
- If your video does not have captions after waiting a day, please contact the CTL for assistance.

**IF EDITS ARE NEEDED ON YOUR CAPTIONS:**

After captions are generated, you can edit them by going to Transcript. Then click the necessary text to edit.

If the autogenerated captions are not sufficient, please complete the Captioning Request Form to submit your video for professional captioning through the CTL.
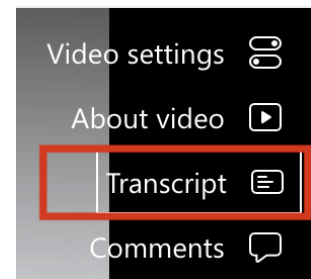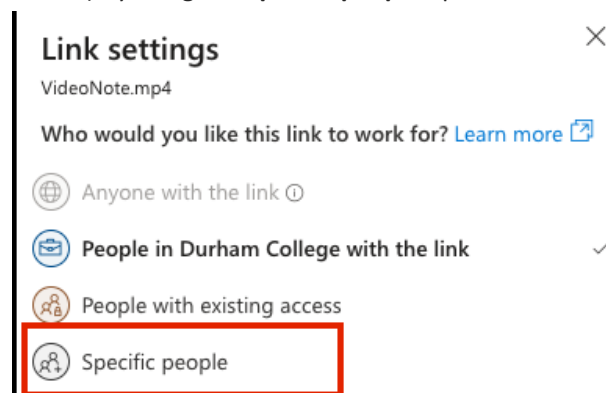

Step 4 – Get a Shareable Link

Use the **Copy link** option to get a shareable link to post in DC Connect.
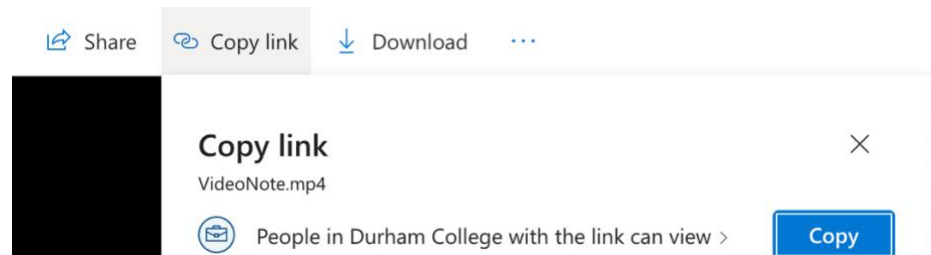
You can copy the link from here or select **"People in Durham College with the link can view"** for additional options.

As with any file in OneDrive, you can choose to share access with specific people or groups (generated by Teams) by using the **Specific people** option.

You can also prevent students from downloading your videos by enabling **Block download**.

Once you have copied the link, it can be shared in DC Connect the same way you would share any other link.

If you prefer to embed video within DC Connect, embed code can be copied by selecting the more options icon (ellipsis) and choose Embed.