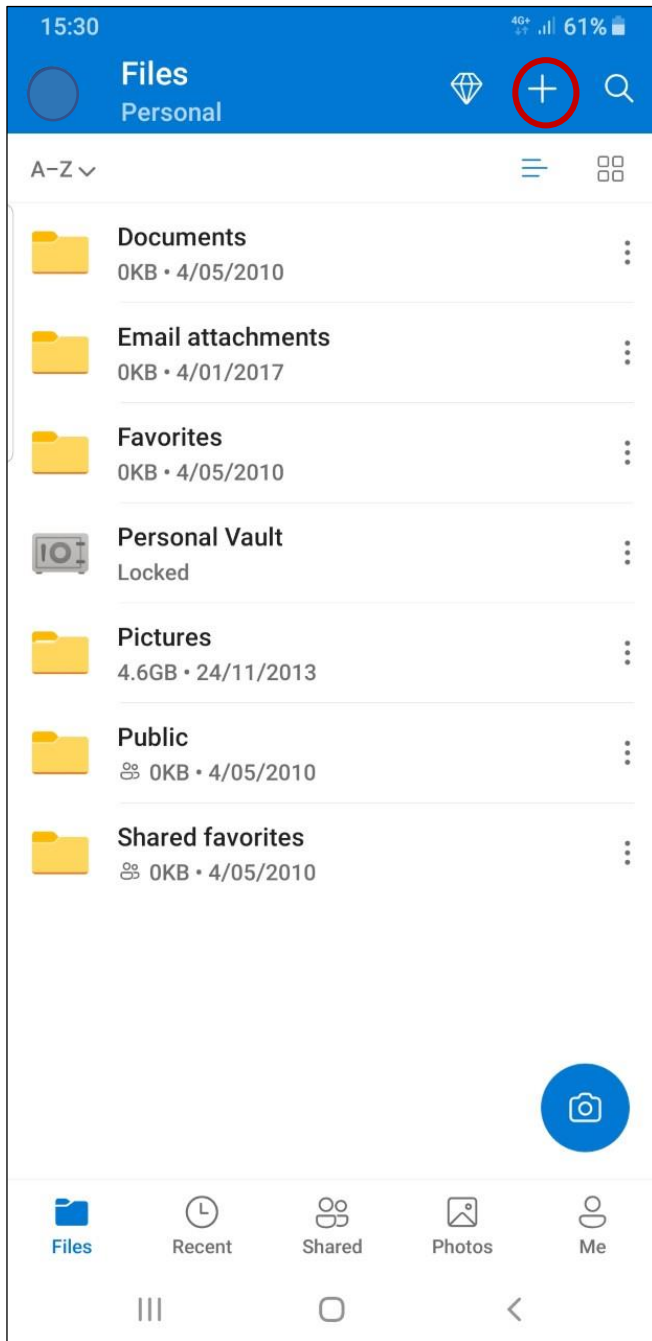
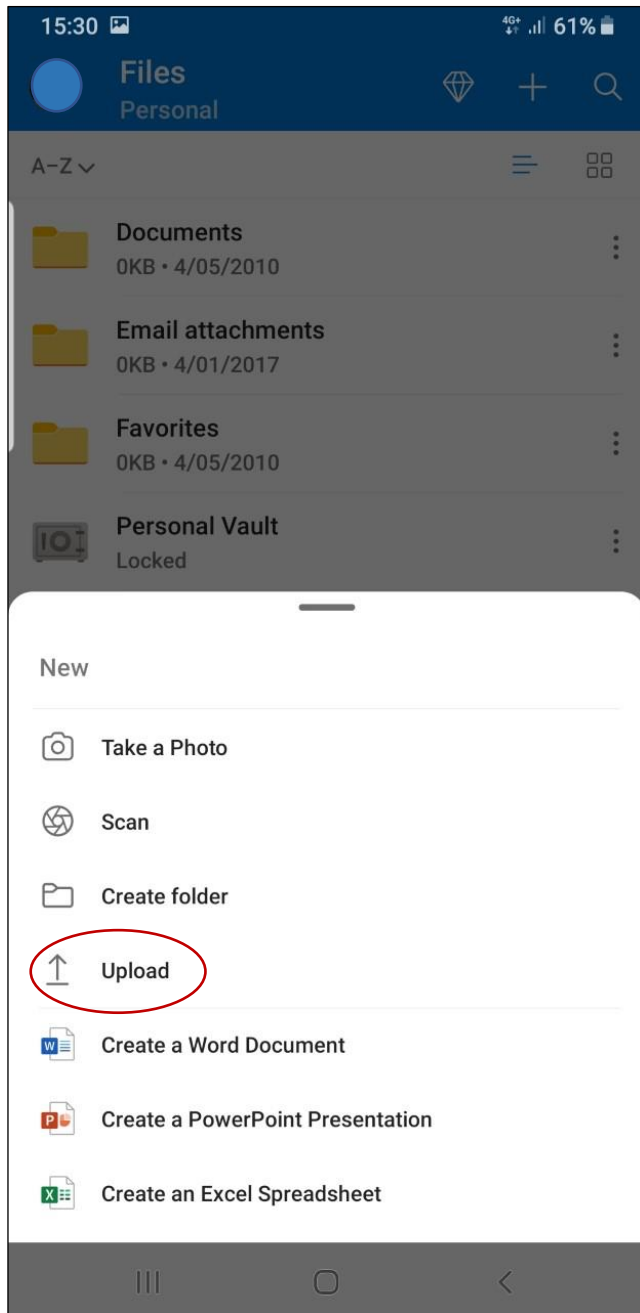


- Download OneDrive from Google Playstore or App Store
- Log in to OneDrive with your Hotmail or Outlook email login details.

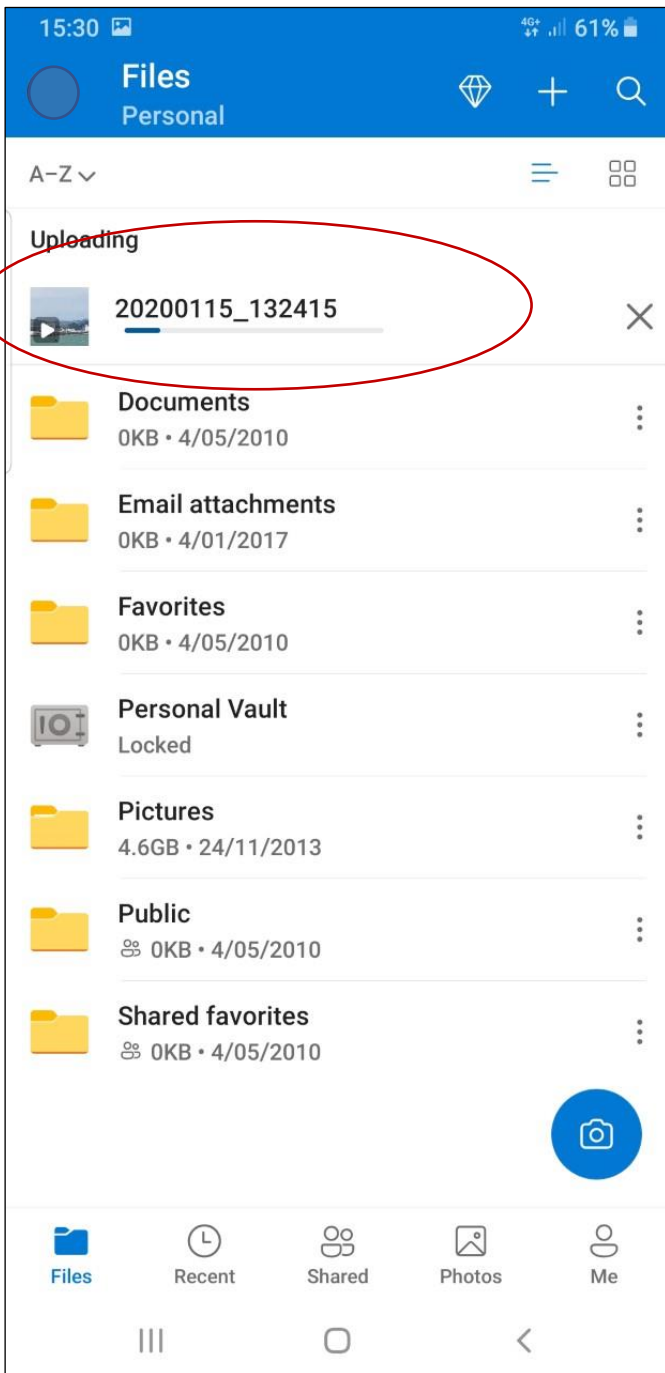
e.g. [john@hotmail.com](mailto:john@hotmail.com)



➤ Select the + (red circle)



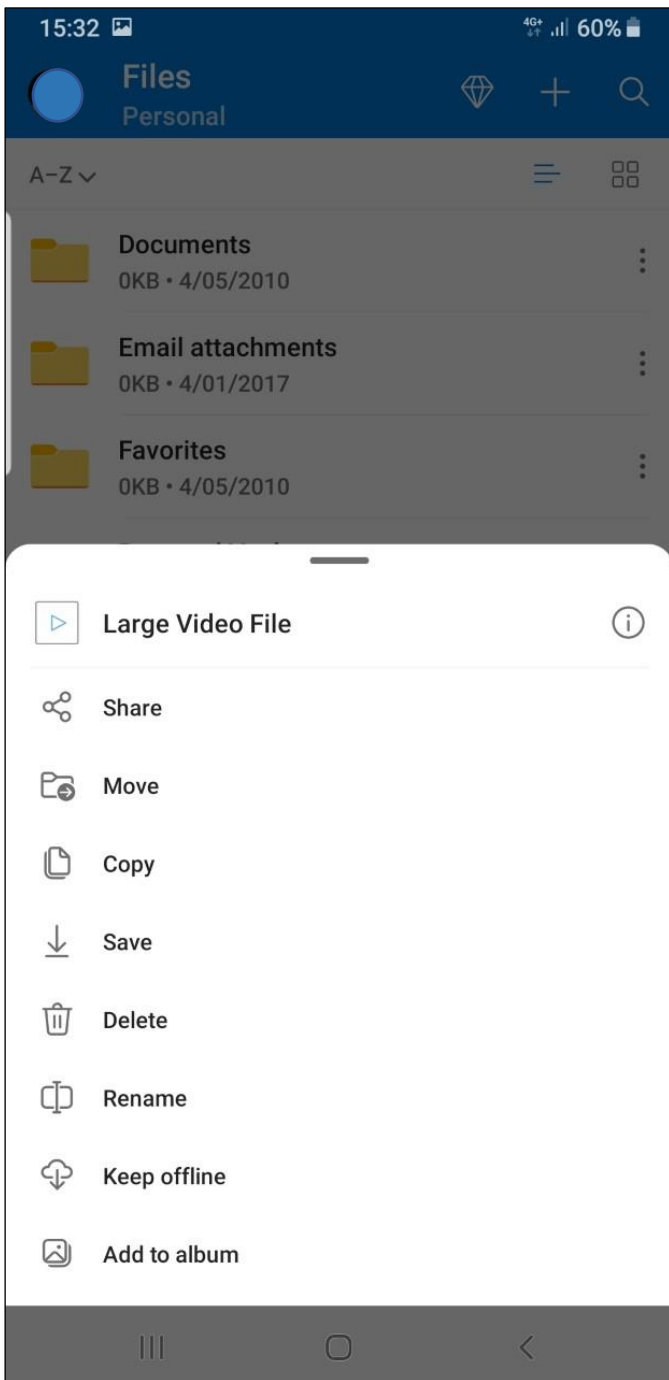
- Select *Upload* or *Take a Photo* if you still need to record your video.
- If *Upload* select the file you wish to upload from your device



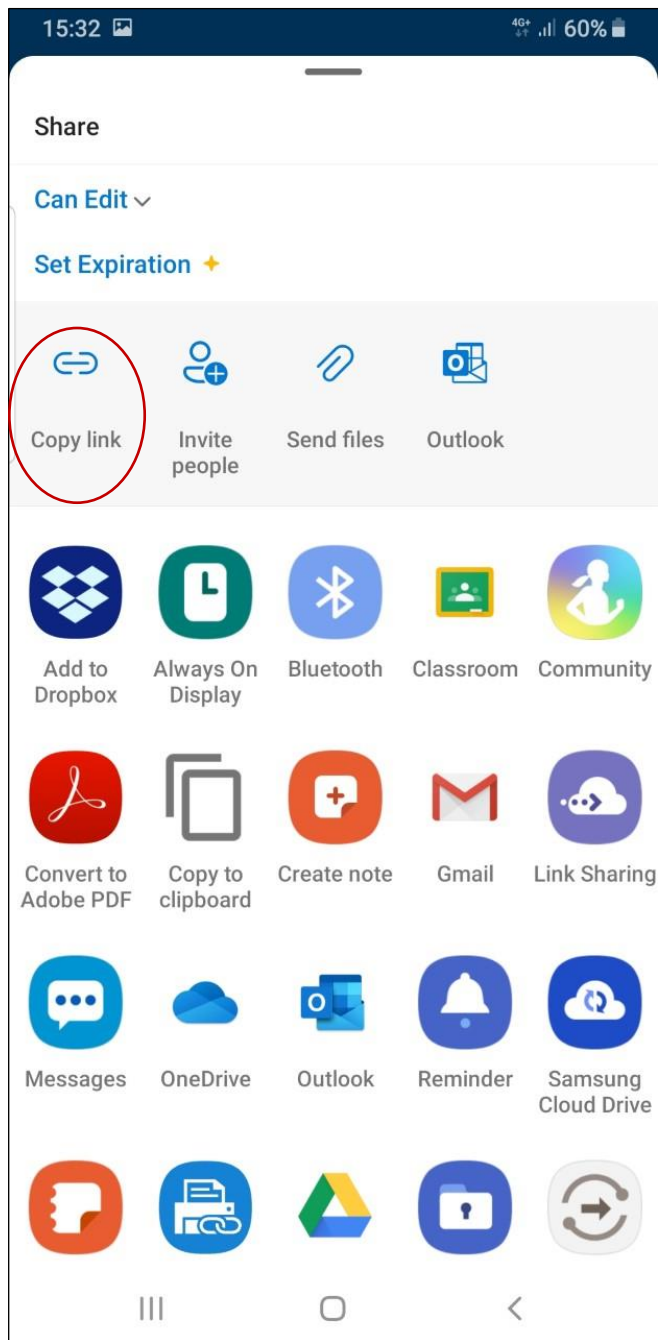
- You should see your video uploading at the top

*[This can take a few minutes depending on the size of the video and your internet connection]*

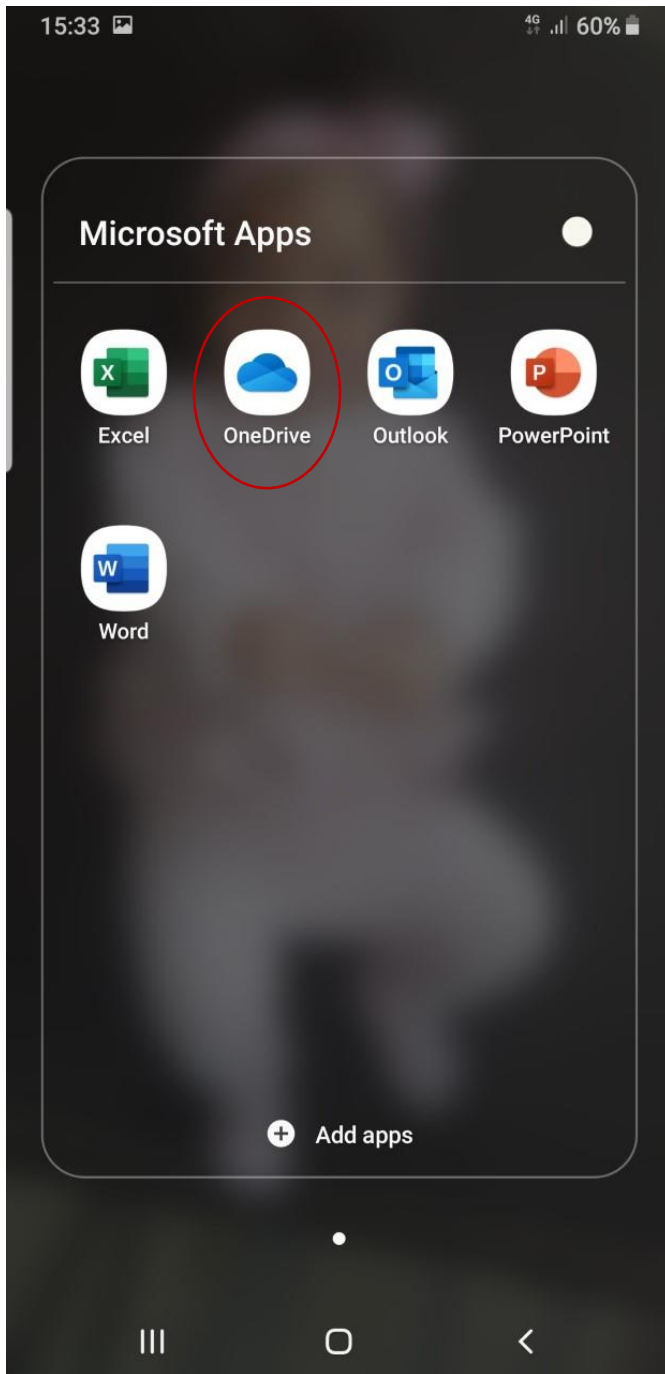
- When it has finished loading. Select the 3 dots on the right of your file



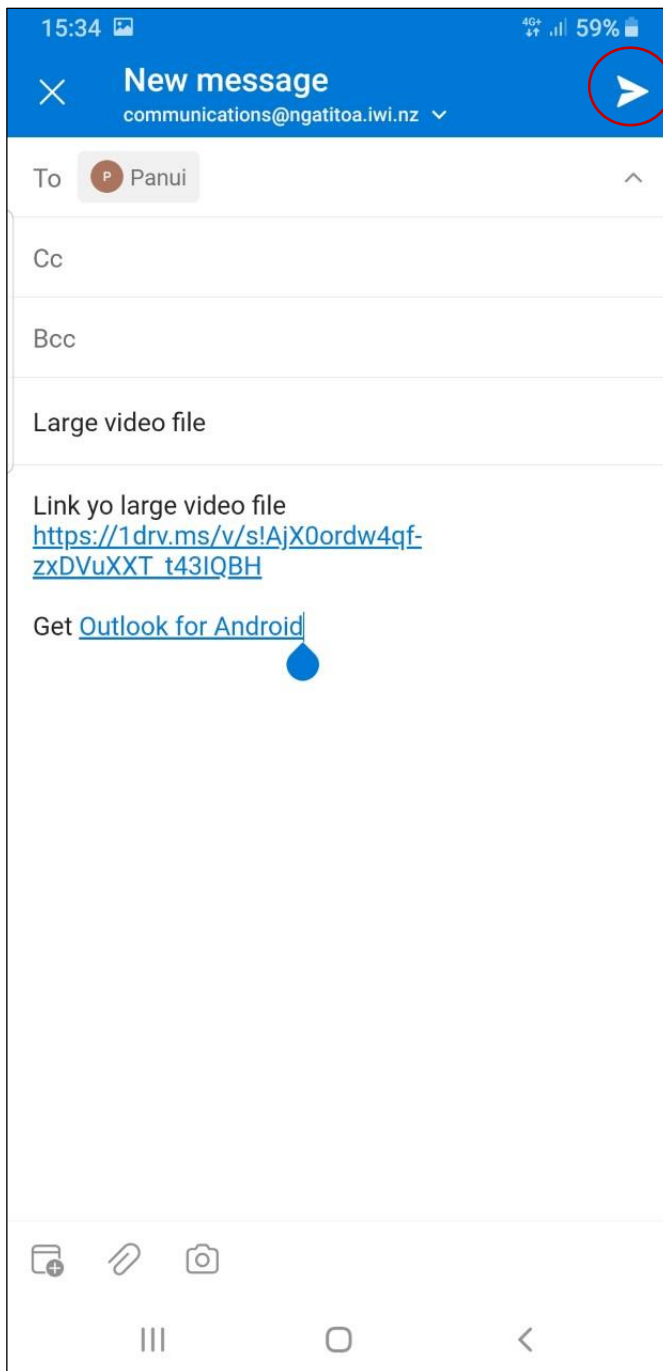
➤ Select *Share*



- Make sure that *Can Edit* is selected
- Select *Copy link*



➤ Open outlook  
*Download outlook from Play Store or App Store*



- Compose new email
  - To: [panui@ngatittoa.iwi.nz](mailto:panui@ngatittoa.iwi.nz)
  - Paste the link you just copied into the email body.
- [As long as you have not copied anything else your link will still be copied from previous step]*
- Once you have completed your email select send arrow.