

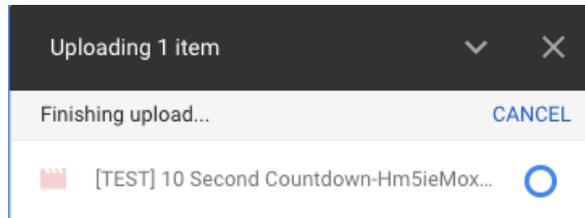
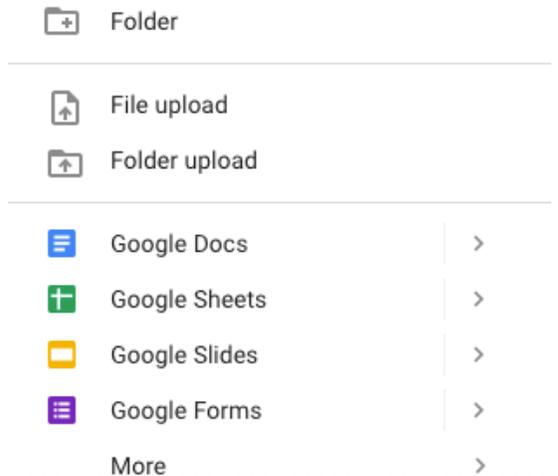
## HOW TO MAKE A PUBLIC GOOGLE DRIVE LINK

This guide will show you how to upload and create a public Google Drive link.

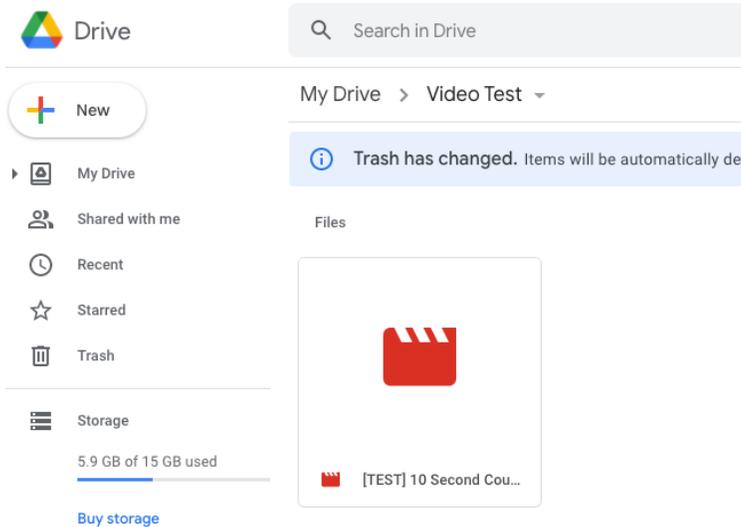
**Note:** if your Google Drive account is through your school, you might not have an option to share a link publicly. This is because your school disabled that option. If this happens, you will need to create your own Google Drive account and upload the video there.

To ensure compatibility with Google Drive, your video should be a **.MP4, .M4V, or .MOV** file. Other file formats may not be readable.

1. Log into Google Drive and click **New**, then select **File Upload**. Locate the file on your computer and select it. Your video will now upload and a progress bar will be displayed in the lower right hand corner. If you recorded a video using your cell phone, you can download the Google Drive app and upload it through there. If you do this, the rest of the steps need to be completed on a computer.

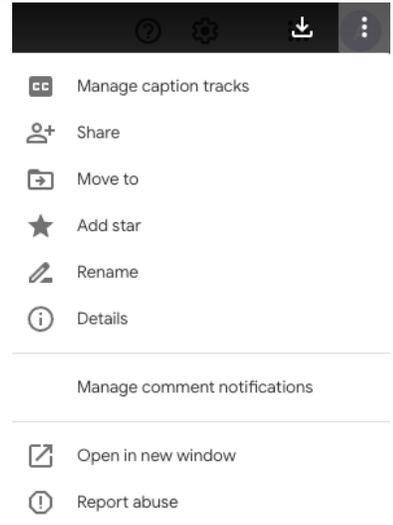
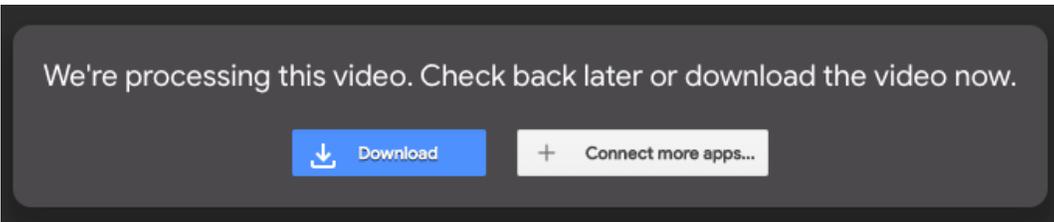


2. You will now see your video displayed in Google Drive. Double-click on it to open.

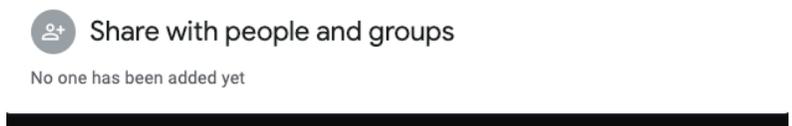
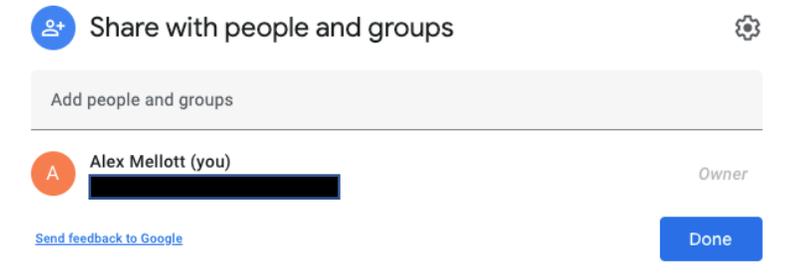


3. You will likely see a screen with a message like the one shown below. That's ok! Your video takes some time to render in Google Drive, but your video has been successfully uploaded. Even if you see this message, it's safe for you to continue.

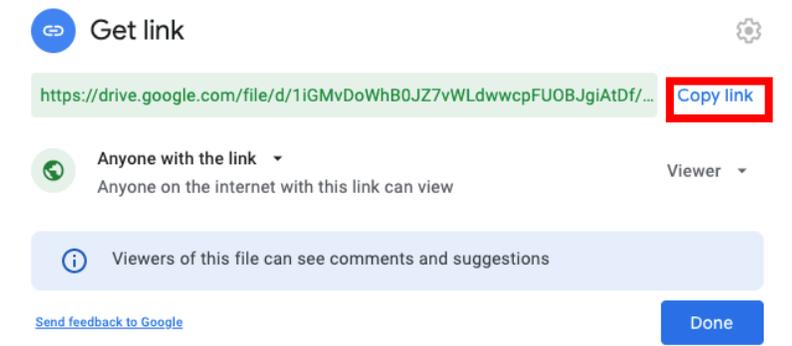
Click on the three dots in the corner of the screen and select **Share**.



4. You will see a screen giving you the option to share with people. Click on the option that says **Change to anyone with the link**.



5. You will now see a publicly-accessible link. The sharing options will also say *Anyone on the internet with this link can view*. You can now click **Copy link** and paste this into the Role Play system.



If you have any questions or require assistance, contact your chapter advisor.