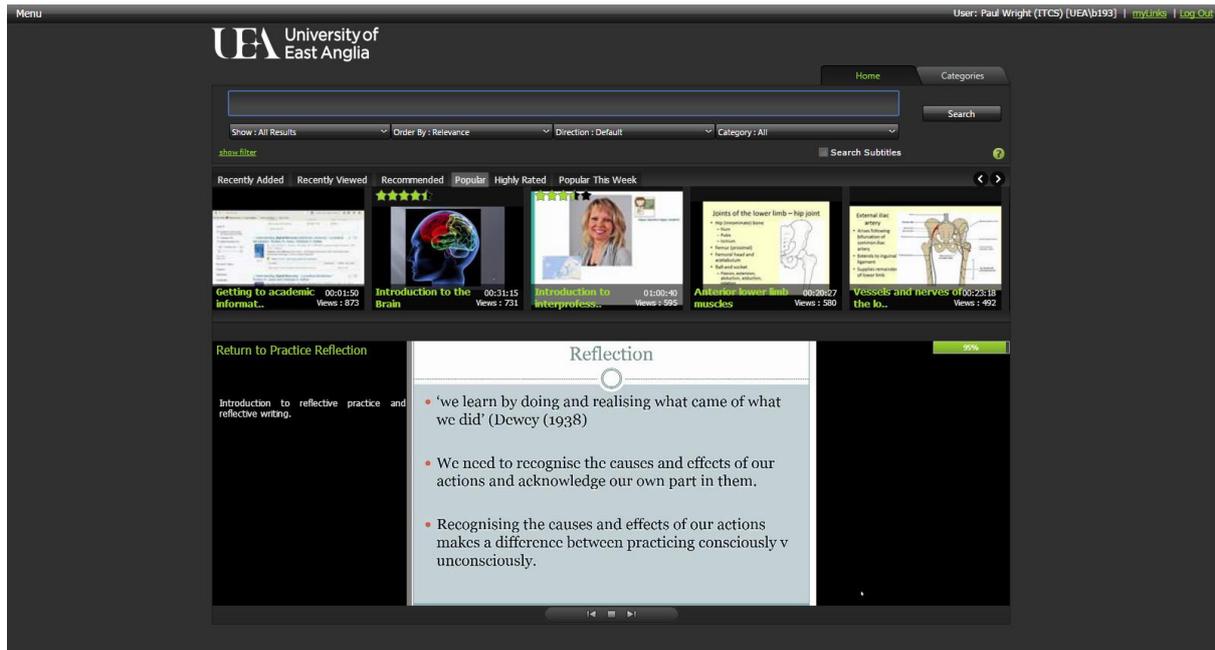


Uploading a video to eStream

In your web browser navigate to eStream using this address <http://utv.uea.ac.uk> (you may need to login using your UEA credentials if you are offsite or using a personal device).

This will take you to the eStream home page.



Next click on the **Menu** tab in the top left hand corner of the page and from the dropdown list that appears select **Add Media** to take you to the upload screen.

To upload your video click on the upload icon.



This will open your file browser allowing you to navigate to the video file that you would like to upload.

Once you have located your video you can **double click** on it to add it to eStream.

This will then take you to the **Add Media Options** screen.

Add Media Options

Details

Title

Description

Search Tags

Options

Select the Publishing Policy for the Recording to be added to

Global

Select to make the content private

Private

Select Categories to add this item to

[Select Categories](#)

Select to mark this item as under the ERA License

ERA Content

[Confirm](#)

At this point you can add a relevant name, description and search tags for your file.

You can also add your videos to particular categories based on the content. To do this click the **Select Categories** link. You can then select the relevant categories and when done click the **Confirm Category Selection** button. This will return you to the options screen.

Once you are happy with your selections you can click the **Confirm** button on the options screen.

Once this is done you can click on the **Start Upload** button.

You will be able to see the progress of the upload indicated by the green progress bar at the bottom of the screen. Once the upload has completed you will be notified in the top right hand corner of the screen.

There is sometimes a short delay until your video is visible while it is converted to eStream.

You can check its progress by clicking on the icon in the top right hand corner of the page (the one with your name on and then click on **MyHome** followed by **MyLinks** and then from the dropdown list select **Conversions**. This will show you how far along it is.

Once it has been converted you will be able to view the file using the same dropdown list and selecting **Media**.

You can now share this video to Blackboard, link to it or embed it in a web site.