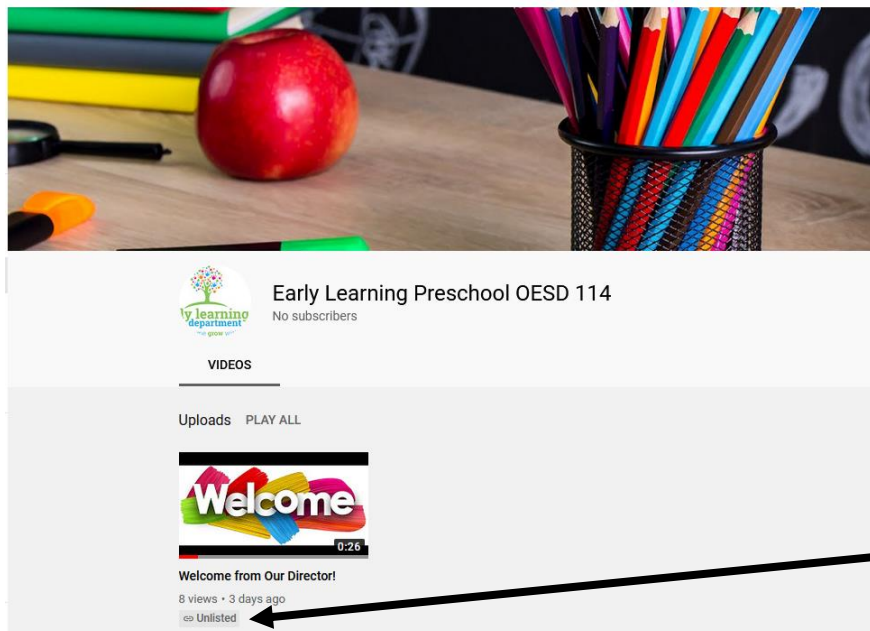


Olympic ESD 114 Early Learning HOW TO EMAIL YOUR VIDEO

The very first thing you need to know is that you will need to login to your email through the Office 365 Portal Login. Here is the hyperlink to do just that: <https://outlook.office365.com/mail/inbox.htm> (if you get a pop-up window—CHOOSE “ALLOW”).

We have created an “Early Learning Preschool OESD 114” official YouTube Channel. Here is an example of what it looks like:



Notice that this Welcome video is shown as “Unlisted.”

To ensure the privacy of our content, ALL of our (your) videos will be uploaded and listed as “Unlisted.” What does this mean for you? It means that once Bonnie has uploaded your video to your specific classroom or home visiting channel, she will copy the direct link to it and email it to you. In turn, you will email that direct link to each of your families. Your families can only access your video if they have and click on...the direct link.

Please follow the instructions very carefully to be sure you understand the step. Feel free to call Bonnie directly if you need any assistance. 360.478.6889 or you can email her at bhoover@oesd114.org.

Follow these steps:

1. Create a video with your device.
2. Via OneDrive, email your video directly to Bonnie @ bhoover@oesd114.org.
3. **CELL PHONES:** If you are using a cell phone to record your video, you need to save the video to your cell phone and send it via OneDrive, which is part of your Outlook email. Instructions for using OneDrive to email your video are in this document.
4. **IPADS/IPHONES:** If you are using an iPad or iPhone to record your video, you need to save the video to your iPad/iPhone and send it via OneDrive, which is part of your Outlook email. Instructions for using OneDrive to email your video are in this document.
5. **GIVING YOUR VIDEO A NAME:** We need everyone to follow the same naming format for when you save (or re-name) your video:

Name of Your Classroom YouTube Channel-Video Content-Names (optional)-Date Video was Made.

Examples:

"Givens Community Center ECEAP-Building Blocks with Miss Kerry-Sept 24 2020"

"PineCrest ECEAP-Exploring Nature with Miss Amanda-Oct 7 2020"

"EHS Home Visiting-Letters and Sounds-with Mr. Ryan Nov 4 2020"

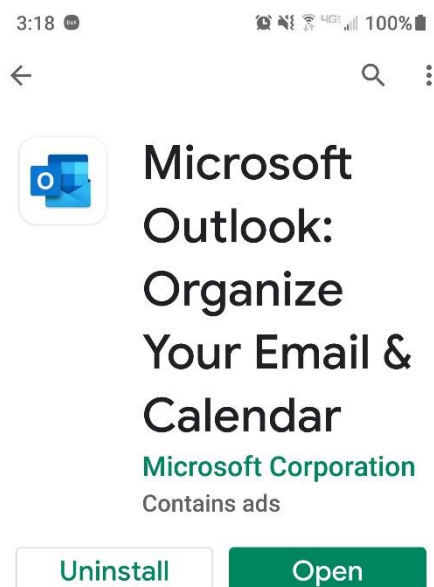
"Esquire Hills Head Start-Painting with Rocks-Mar 5 2020"

"Bud Hawk Head Start-Animal Sounds with Miss Nessie & Miss Deb- March 21 2020"

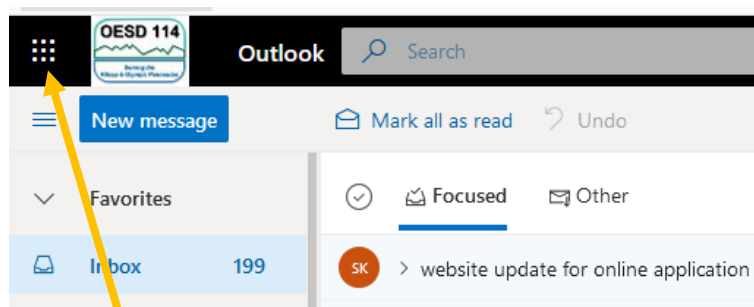
YOU TUBE CHANNEL NAMES:

- a. Bud Hawk Head Start
- b. Discovery Early Head Start
- c. EHS Home Visiting
- d. EPO ECEAP
- e. Esquire Hills Head Start
- f. Givens Community Center ECEAP
- g. Green Mountain ECEAP
- h. Madrona Head Start
- i. Manchester ECEAP
- j. Olalla ECEAP
- k. PineCrest ECEAP
- l. Read Alouds with Miss Melissa
- m. Theler Center ECEAP
- n. Theler Center Head Start
- o. Wolfle Head Start
- p. Woodlands ECEAP

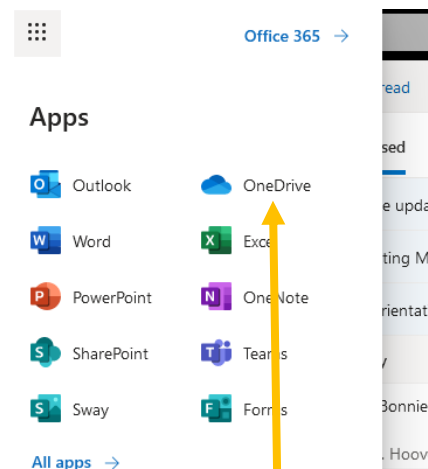
6. **EMAILING INSTRUCTIONS:** In the SUBJECT LINE in your email to Bonnie, type "YouTube Video" and in the email, let her know the title of the video to post on your YouTube Channel and the **exact date** you would like to have the link before ("I need this link before October 14, 2020").
7. **HOW TO EMAIL LONG VIDEO FILES USING ONEDRIVE FROM YOUR SURFACE PRO, ANDROID PHONE, IPAD, or IPHONE:** You will be able to do this by using OneDrive (in your Outlook email). *If you do not have Outlook email on your phone, you must download the app from the Play Store or the App Store (if you are going to email the video through your phone).* It is called Microsoft Outlook: Organize Your Email & Calendar and it looks like this:



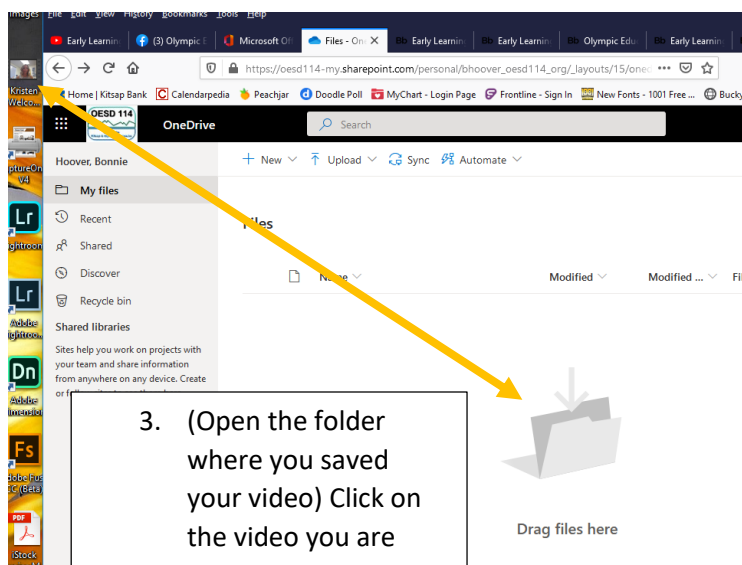
Now, open your Outlook email, then simply follow the directions below in the screen shots:



1. Click on the “WAFFLE” (the grid of dots) on the top, left side of your Outlook email.

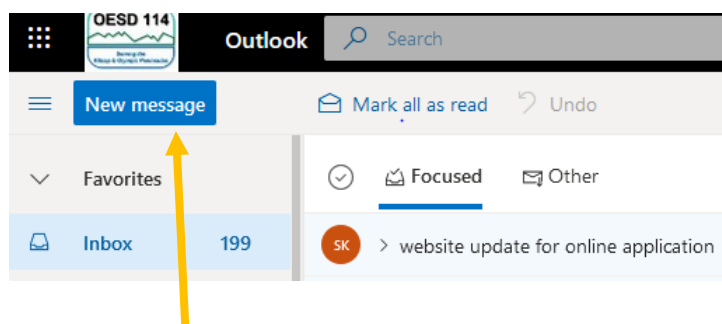


2. Click on OneDrive.

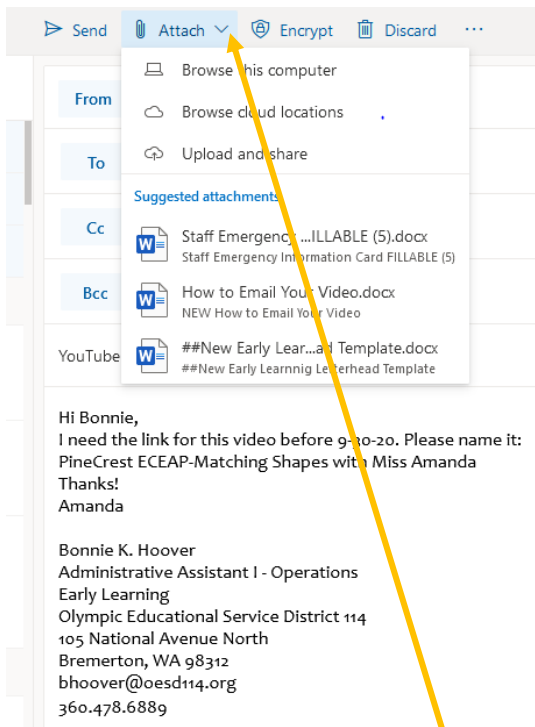


3. (Open the folder where you saved your video) Click on the video you are going to email to Bonnie and drag it over into your OneDrive. It will automatically begin to download.

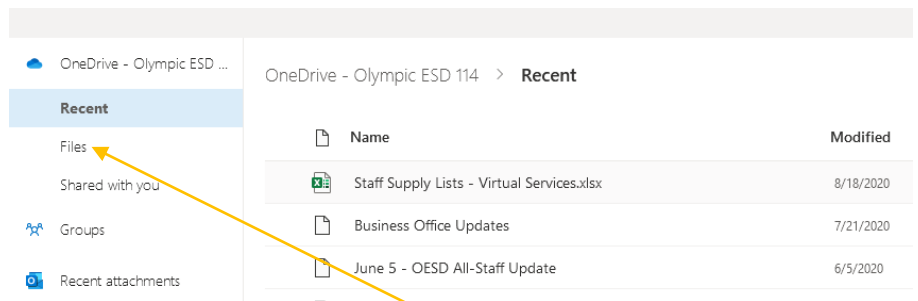
4. After the download has finished, click on the “WAFFLE” again and then click on “Outlook” to return to your email.



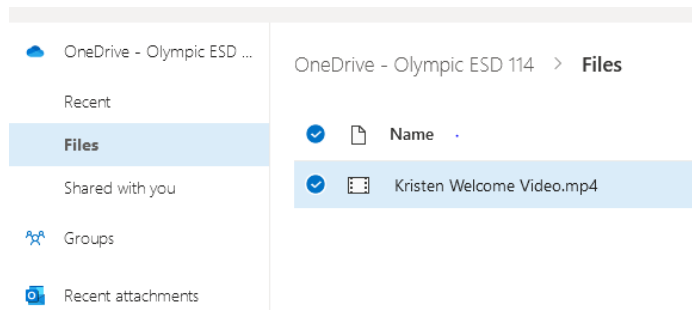
5. Now, click on “New Message” to prepare your email to Bonnie with the video in it.



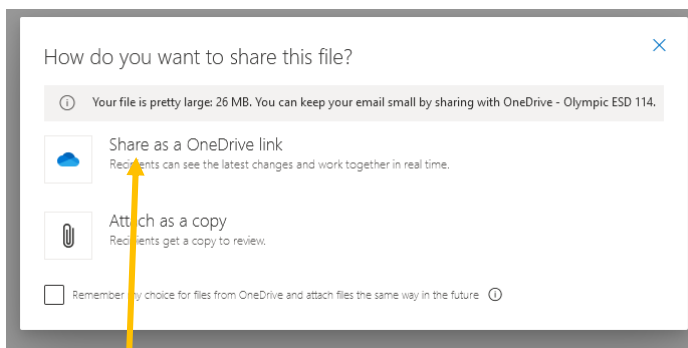
6. This is how your email should look/read. Now, click on the down arrow by the word "Attach" and then choose "Browse cloud locations."



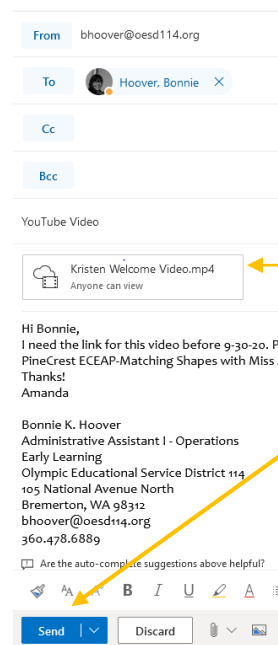
7. When this pops—up, you are going to click on "Files." And look below! There's the video I had dragged over earlier!



8. Hover over that and click on the circle; it will turn blue. Click on "Next" at the bottom of your screen.



9. After clicking "Next," you will see this pop-up. ALWAYS click on "Share as a OneDrive link."



10. It automatically sends you back to your email message at attaches the video. Now click on "Send" at the bottom of your screen. Congratulations! You are done!