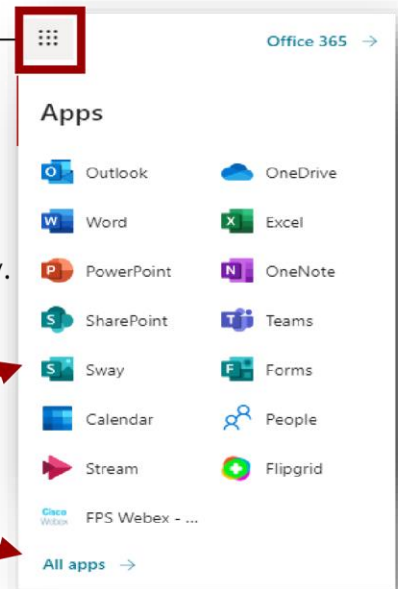
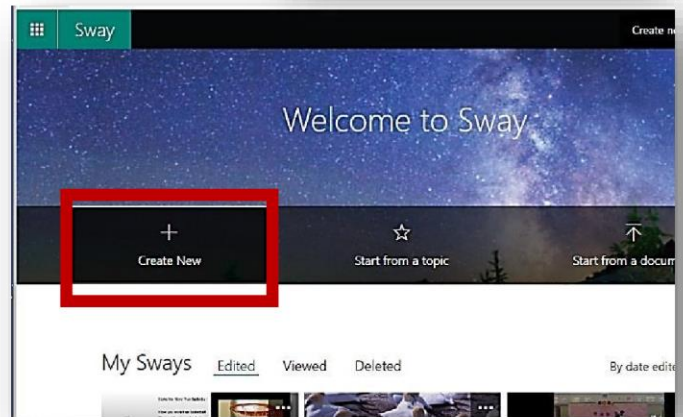


## Sway: Uploading a Video to Sway

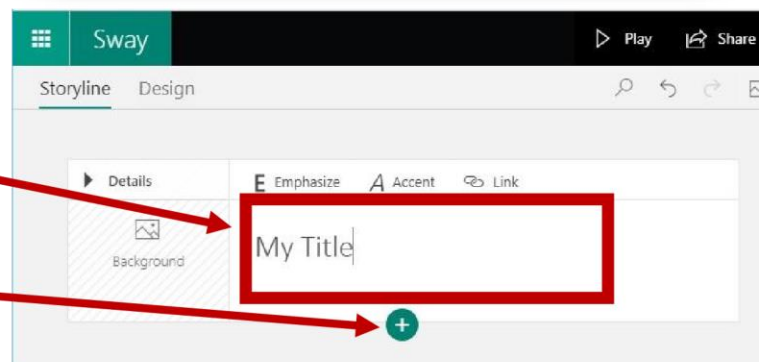
1. Log into your FPS email account.
2. Click on the “waffle” in the top left corner of the window.
3. Click on the **Sway tile** (if the Sway tile is not in view, click the **All apps** link below the Apps list).



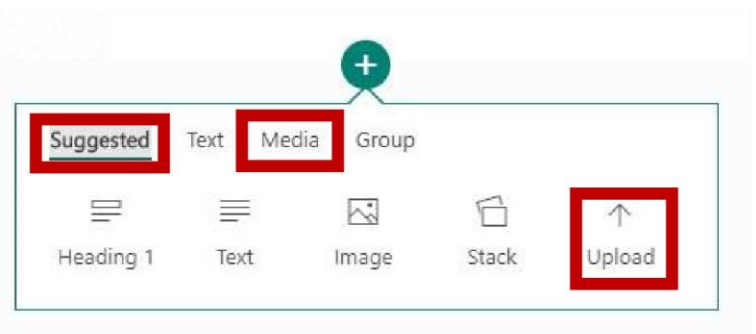
4. Click “Create New”



5. Type in a title.
6. Click the **plus sign (+)** at the bottom of the **Title** slide.

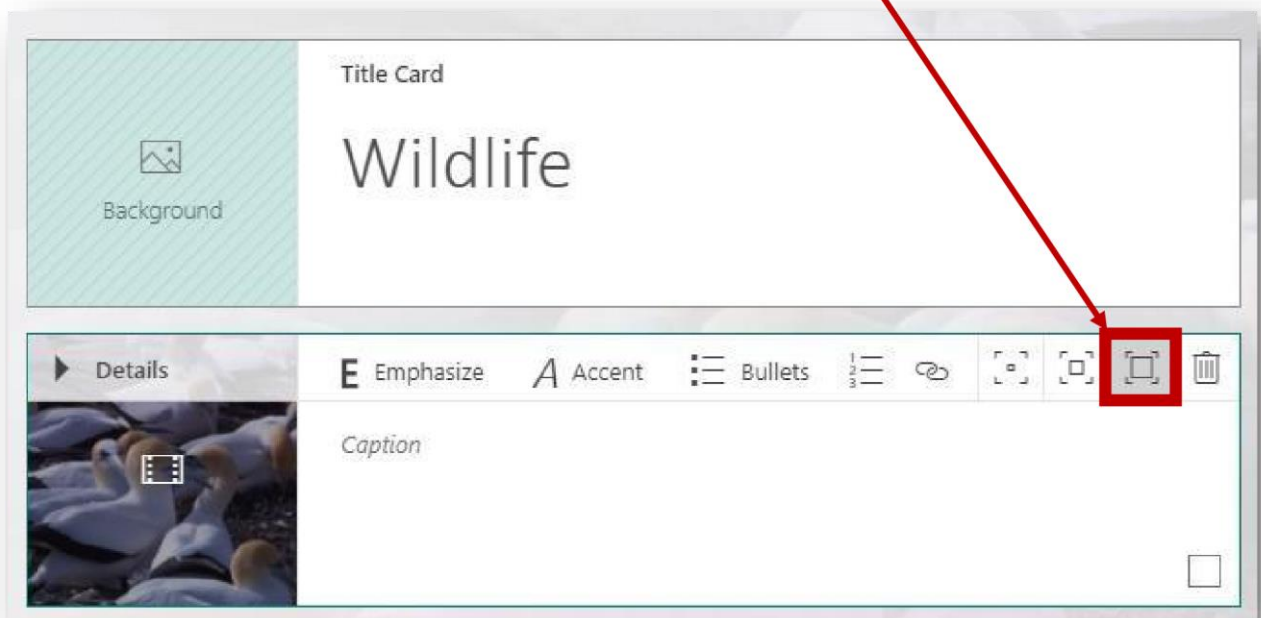


7. Click the **upload button** available under the **Suggested** tab or **Media** tab.



Note: It will take a few minutes for your video to upload and process (time will vary, depending on the size of the video file)

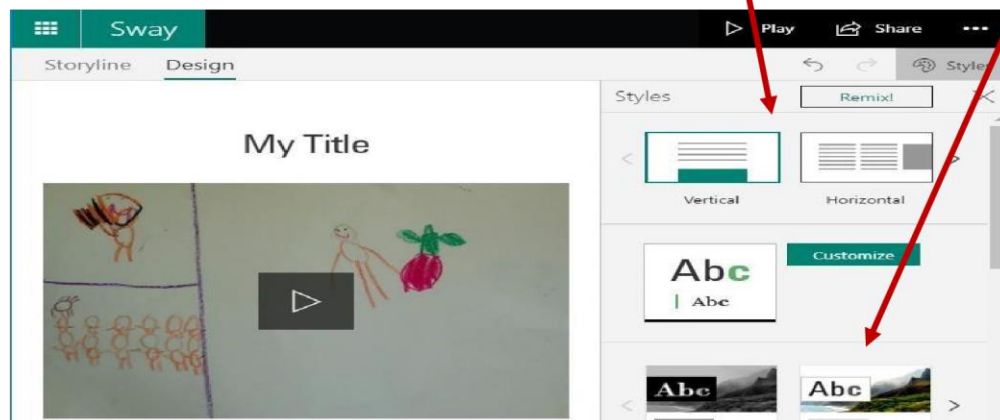
8. Choose the size of your video slide (typically, the largest option is best)



9. Click the **Design** tab on the top left of the window and then click Styles on the right.



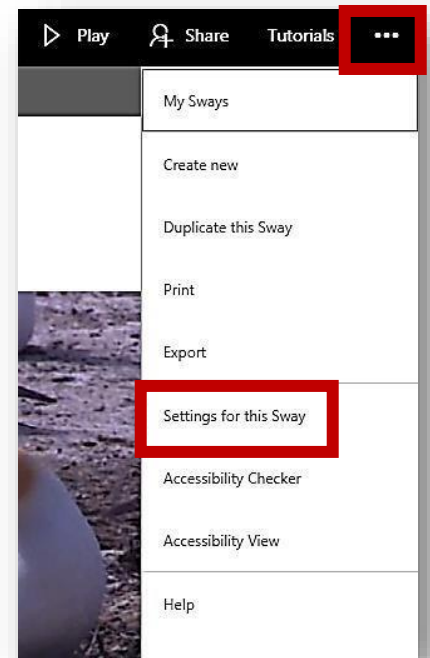
10. Here, you can choose how you would like your slides arranged and a Theme.



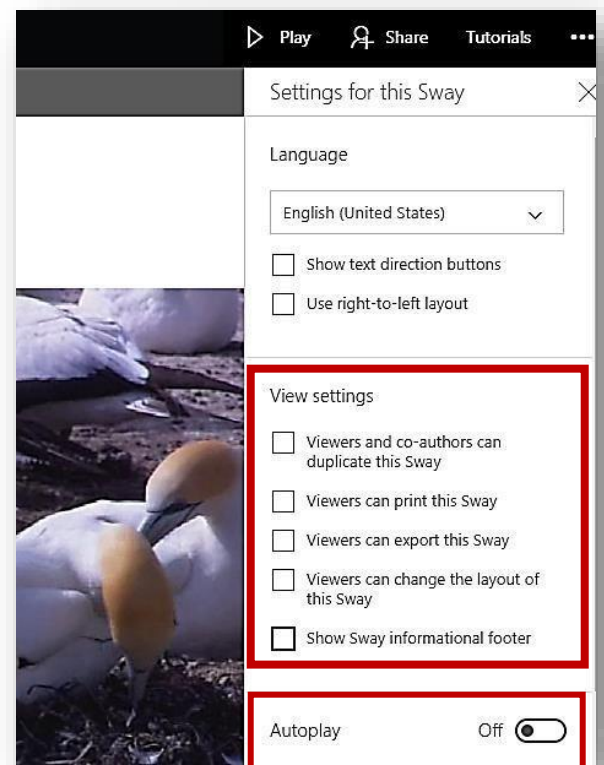
Now, let's configure some settings for the Sway before sharing!

11. Click the **ellipses** (...) in the top right of the Sway window.

Then click **Settings for this Sway**.



12. Deselect items under **View settings** and choose whether you would like your Sway to start playing automatically using the Autoplay button at the bottom.



Now, let's share!



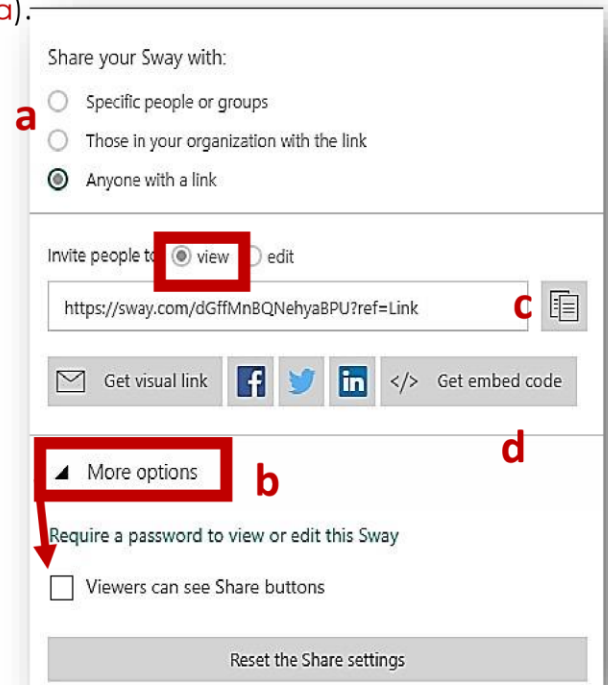
14. Choose desired access settings for your video(a).

Click **More options** (at the bottom of the window) to **clear** the box next to **Viewers can see Share buttons** (b).

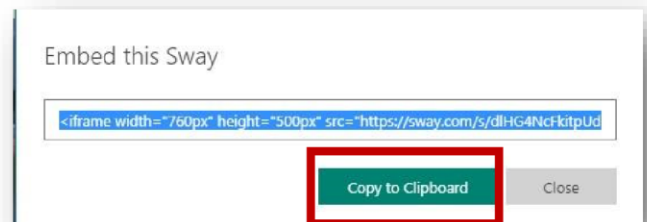
Link: If you will be sharing using a hyperlink, click the copy button (c) to the right of the link provided and paste it into your email message, webpage, etc.

or

Embed: If you would like to embed your video in Buzz or your classroom webs ite, so that it plays within the webpage, click **Get embed code** (d).



In the **Embed this Sway** dialog box, click the **Copy to Clipboard** button and follow the directions provided by the target site for embedding your video.



13. Click the **Share** button in the top right of the Sway menu bar.

(note: if you use Weebly, under the Build tab, drag the Embed Code tile to the desired location on your webpage and paste the code into the box provided. Publish your webpage to view your embedded video!)