



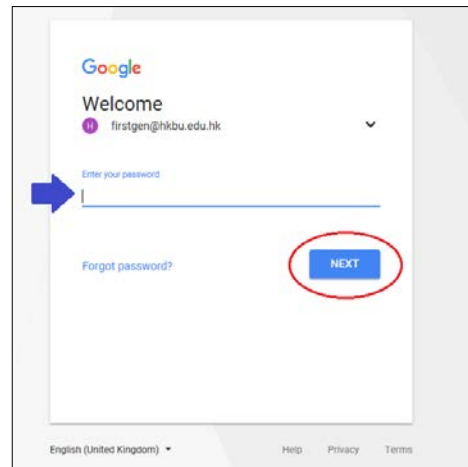
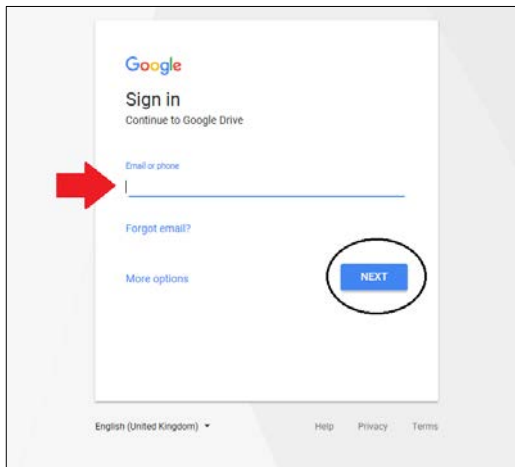
1. Sign in to Google Drive

1.1 Please go to “<http://www.google.com.hk>” in your browser (i.e. IE, Firefox, Google Chrome, etc.)

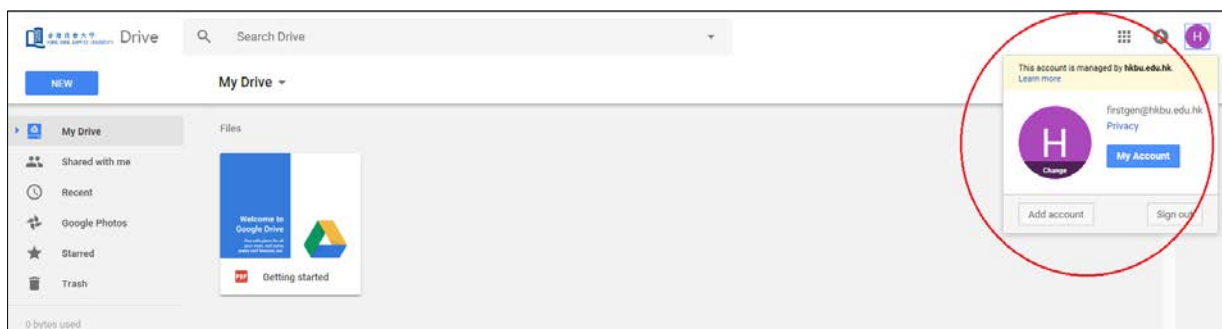
1.2 Click  , the icon of Google Apps (top of the right hand corner), then click  , the button of Google Drive.



1.3 Login Gmail account with your email address “SSOid@life.hkbu.edu.hk” and password, then click “Next”.

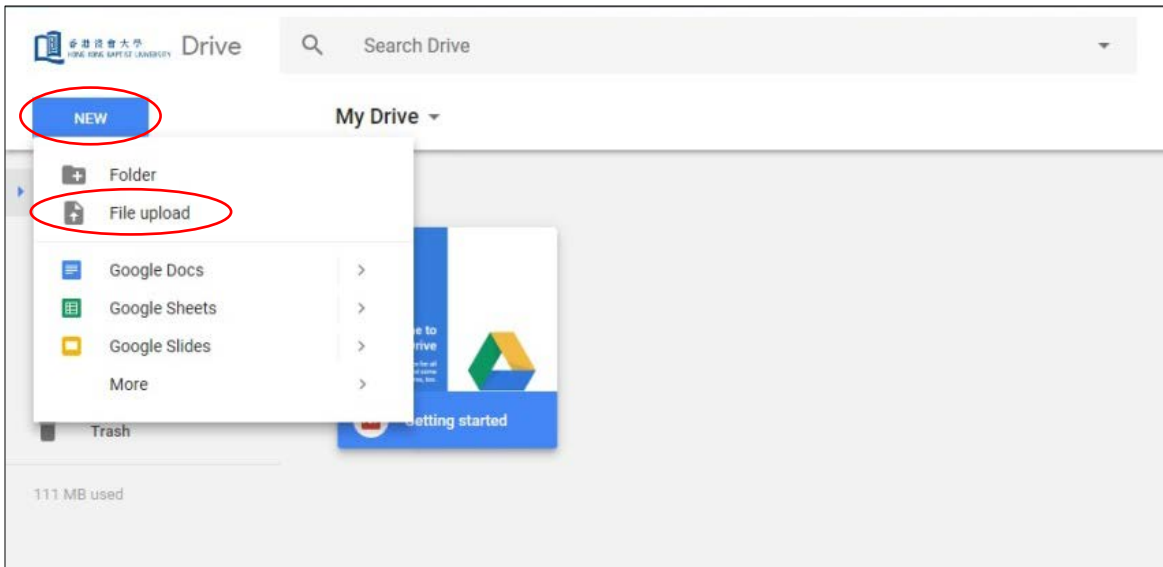


1.4 On top right hand corner, click “Profile Icon” to check whether it is your HKBU email account.

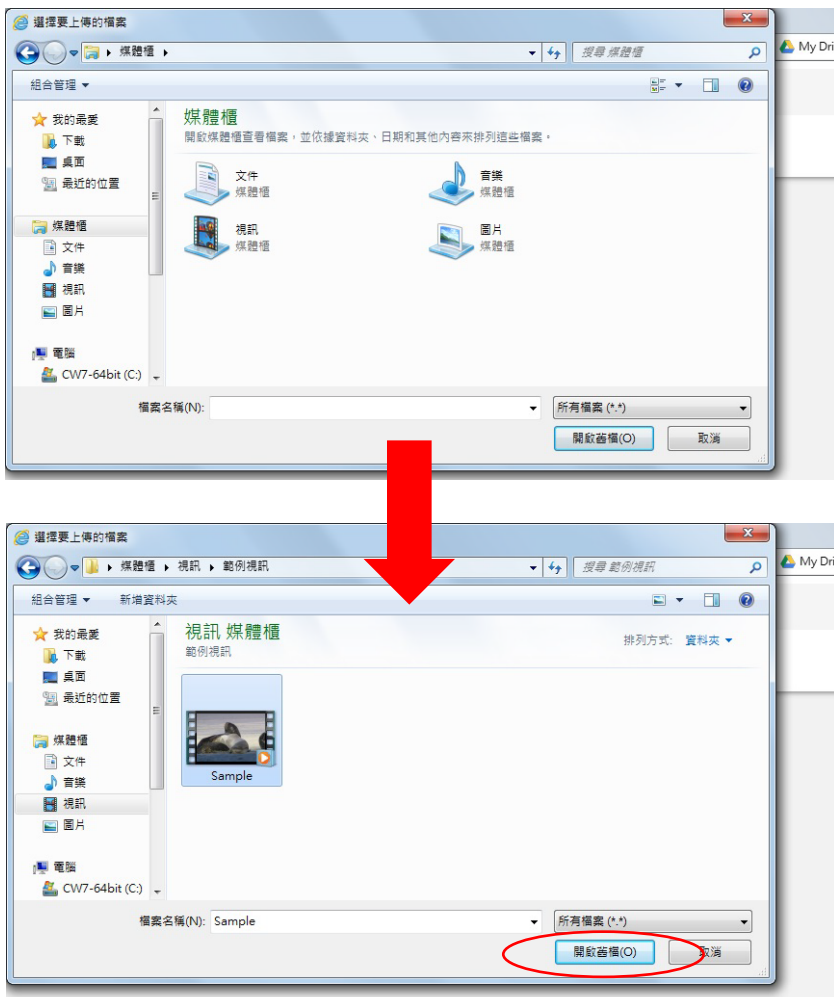


2. Upload video

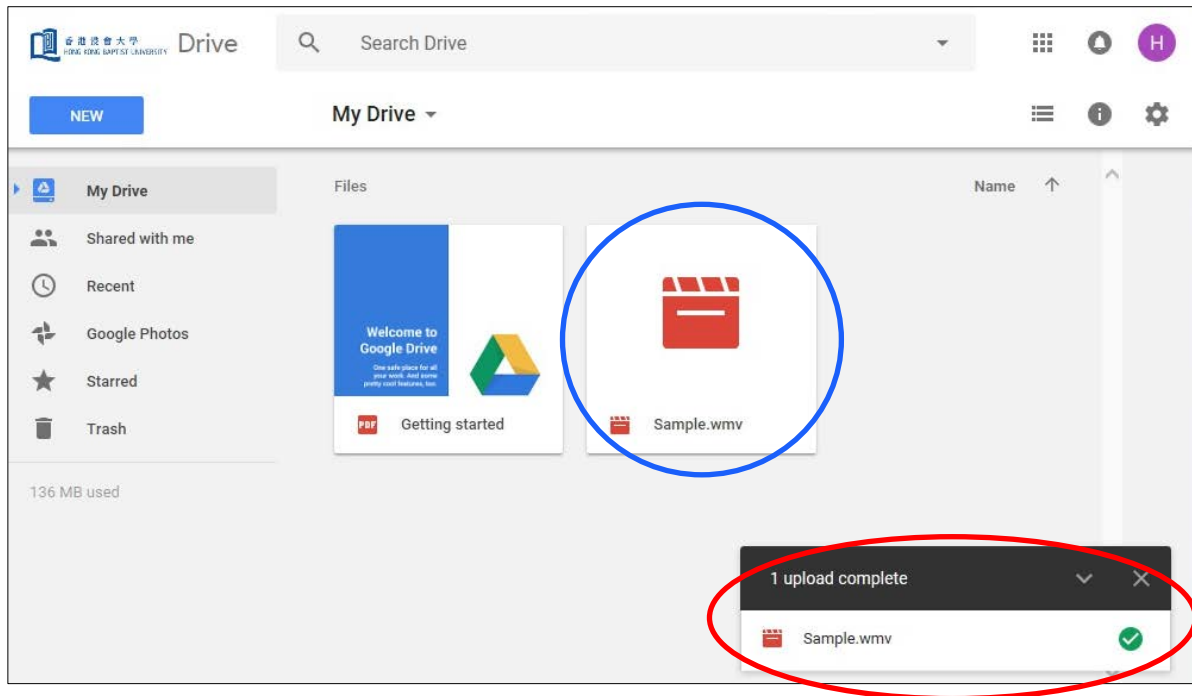
2.1 On the same page, click “New” and select “File Upload”.



2.2 Locate and select your video in the pop-up window.

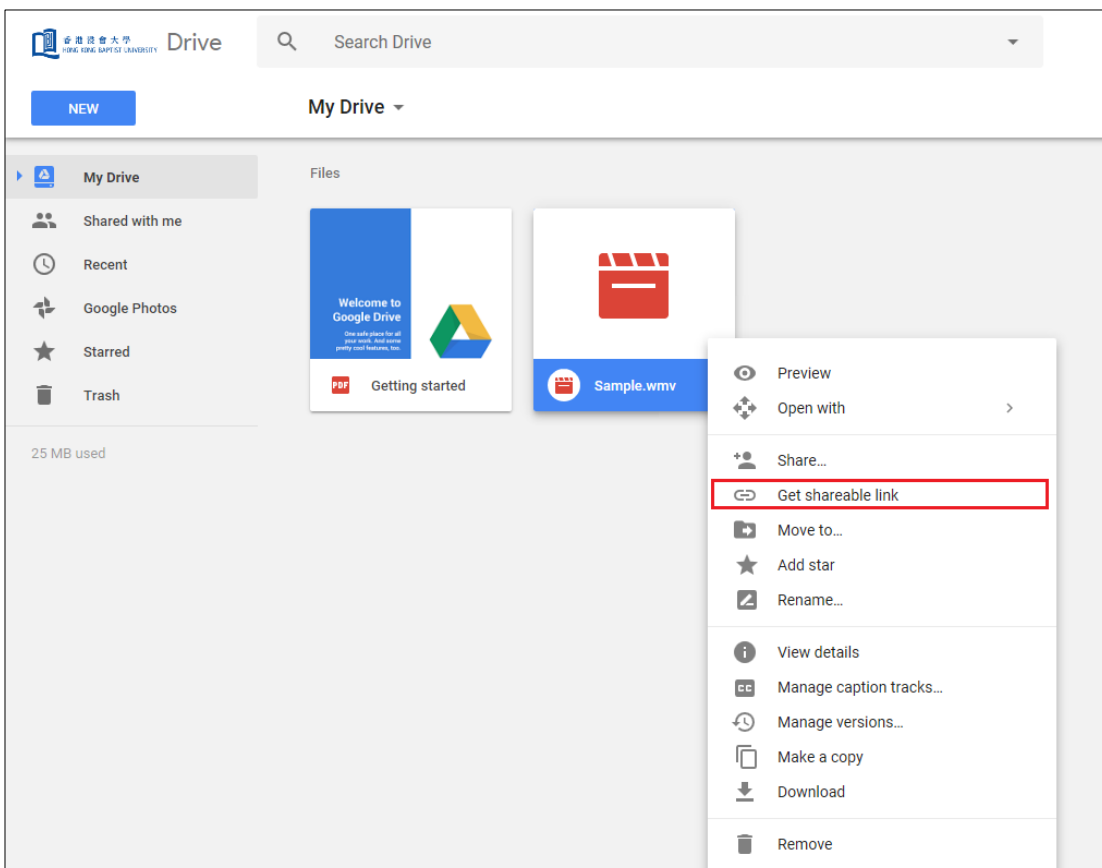


2.3 The video will be uploaded to Google Drive automatically. Pay attention to the bottom of the right hand corner. There will be a **green circle with a tick** inside and the video will appear as indicated in the blue circle after you have successfully uploaded the video to Google Drive.

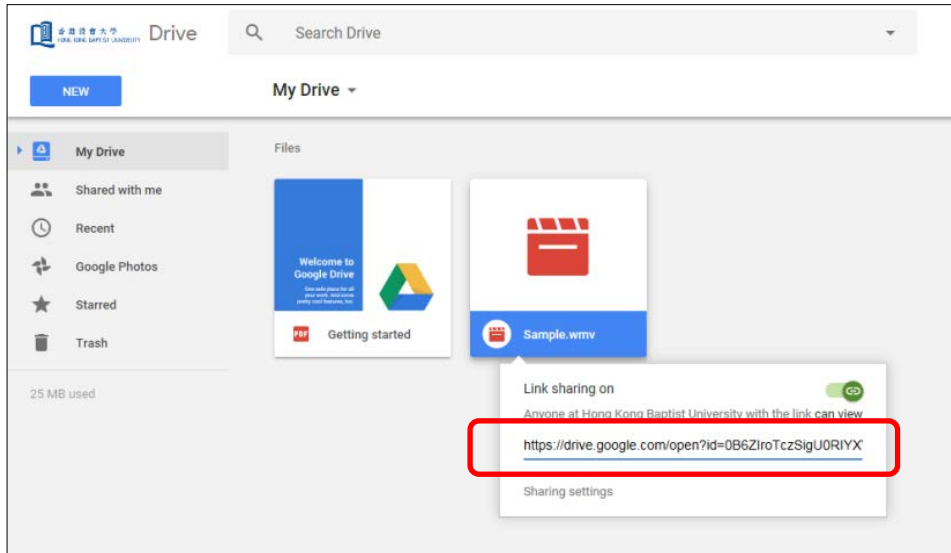


3. Share the link

3.1 Right-click your video and select "Get Shareable Link".



3.2 Copy the link and send it via email to firstgen@hkbu.edu.hk. Please name your email subject in the format of "student ID_full name_video sharing" (e.g.12121212_Chan Tai Man_video sharing).



For query, please feel free to contact us via email firstgen@hkbu.edu.hk.

Scholarships & Financial Aid Unit

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