



## Instructions for Uploading Digital Files to Engage Network

1. Engage Network program providers must have an existing Google account with access to Google Drive or they can create their own account via [www.google.com](http://www.google.com).
2. Once signed into Google, Engage Network program providers should click on the Google menu (looks like a 3x3 square) and click into the Google Drive application (the triangle with a yellow/blue/green sides).
3. From the homepage of Google Drive, Engage Network program providers should:
  1. Click on the pull-down menu associated with "My Drive".
  2. Look for the option listed "Upload files ..." and select it. This will bring up access to the directories on their computer where they will need to find the video file(s) they want to upload to Google Drive.
  3. Select file to upload the video file(s) to their Google Drive homepage.
4. Once the video file(s) have been uploaded to the Google Drive homepage, the videos are now able to be shared with other Google users. To share the file with Engage Network, a person should right-click on the video file(s) and select "Share...". This will create a unique link which is now available to be sent via email to [engagenetwork@baltimorecity.gov](mailto:engagenetwork@baltimorecity.gov), the email address that should be entered into the area where it is requested to "Enter names or email addresses". In the area for "Add a note", Engage Network program providers should include the **Show Title, Episode Title, Filename, Contact Name and Contact Phone Number**. Once that information is filled out, the link will be sent by clicking on the blue "Send" button.
5. Once the email is received by Engage Network that the link to the video file is available, Engage Network program providers should receive a confirmation email from Engage Network that the link has been received and the video has been downloaded and is ready to be placed into the schedule. Only upon receiving this confirmation email, should an Engage Network program provider be assured that the digital file has been received, accepted and confirmed to enter the Engage Network programming schedule.