

Upload a Video File

You can add videos from your computer.

By default, visitors can't see new entries. To make your media file publicly available, check Availability & Access in the editor.

1. Log in to audio-video.shanti.virginia.edu
 - Learn more at [Log in to Audio-Video](#)
2. [Create a collection](#) if you haven't already
3. Find the "Add to Your Collections" section
 - This section is on the right, under the search icon
 - If you don't see the section, expand it by clicking the |< icon beneath the search icon
4. Choose a collection from the drop-down menu
 - The drop-down menu will close and show the name of the collection
5. Click **Upload a Video**
 - The "Create Video" page will open
6. Click **Media**
 - The "Media" section will unfold
7. Click **Add Media**
 - The "Add Media" dialog box will appear
8. Click the **Choose File** button
 - A dialog box showing files on your computer will open
9. Open the file you want to add to Mandala
10. Click **Upload**
 - You'll see a progress bar for your upload
 - When the process is done, you'll see the file name next to "Choose File"
11. Click **Submit**
 - The "Add Media" box will close
12. Add your title in **Title & Description** section
13. Check the **Availability & Access** section
 - By default, only group members can see the entry; set this field to **Public** so all visitors can see it
14. Click the sections below "Media" to add more settings
 - These fields are all optional
 - See the [Add Information to Files](#) guide for more information on editing these fields
15. Click **Save**
 - A message will confirm your new video