

# Guide to Sharing Videos

A reminder that MU Extension has video platforms available to share important information during this critical period, including channels on YouTube and MediaSpace. YouTube is intended more for public outreach while MediaSpace is generally used to communicate with internal audiences.

Your videos can be uploaded to either site, as follows:

- **Log into your Box account** using your University pawprint and password.
- **Upload** your video to Box.
- **Share the video** with Michael Hicks and Rob Mize by invite and provide the video title and description.
  - Also indicate if your video should be uploaded to YouTube or MediaSpace.
  - Unless otherwise specified, the video will be made publicly available.
- Once uploaded, the **video link will be emailed to you**. We can also provide an embed code for placing the video on a webpage.

## Notes:

Remember to **avoid including copyrighted material** to your video such as unlicensed music or imagery.

And although it's unlikely your video will exceed the size limits, keep in mind that **files uploaded to Box can be no larger than 15 gigabytes**.

**Please let Michael and Rob know how we can help you share the important information** that our neighbors across Missouri rely on.