**Login to the computer.**

**Login to spark.adobe.com**

**Open your video**

**Click on “download” at the top of the screen**

**Click Save File**

**Click OK**

**Your file is now located in the downloads file on your computer.**

**Open a new browser tab**

**New URL**

**Dmschools.org**

**Click on Students**

**Click on student email**

**Login to your email**

**Tap on app changer in top left corner**

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**Click on OneDrive**

****

 **Click on Upload at top**

****

**Click Files**

**Browse for you file in the downloads file.**

****

**Click on Open**

****

**Share the new file by Clicking in the light colored circle by the file name**

****

**Click on the Share button at the top**

****

**Type** **diana.repp@dmschools.org** **in the proper space.**

**Type everyone’s name in the message area.**

**Click on Send.**