**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**

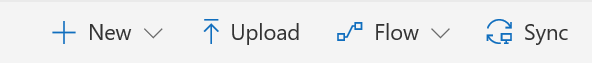
**Tap on app changer in top left corner**

****

**Click on OneDrive**

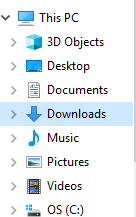
****

**Click on Upload at top**

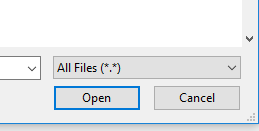
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**Click Files**

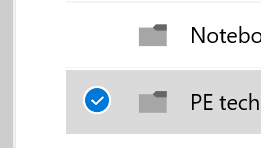
**Browse for you file in the downloads file.**

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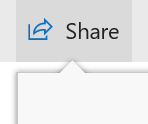
**Click on Open**

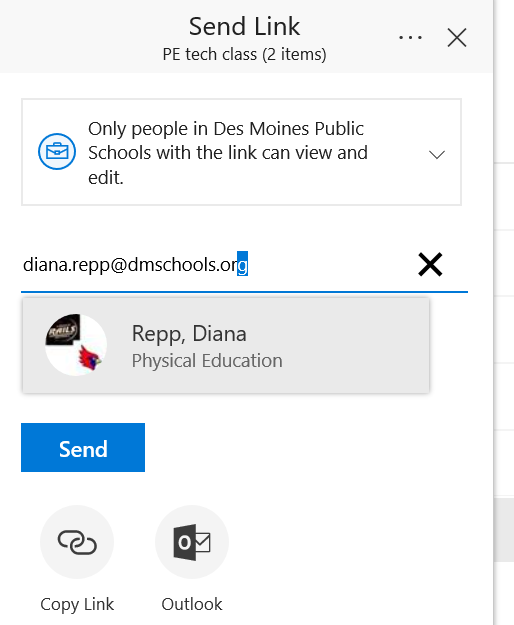
****

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

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**Type** [**diana.repp@dmschools.org**](mailto:diana.repp@dmschools.org) **in the proper space.**

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

**Click on Send.**