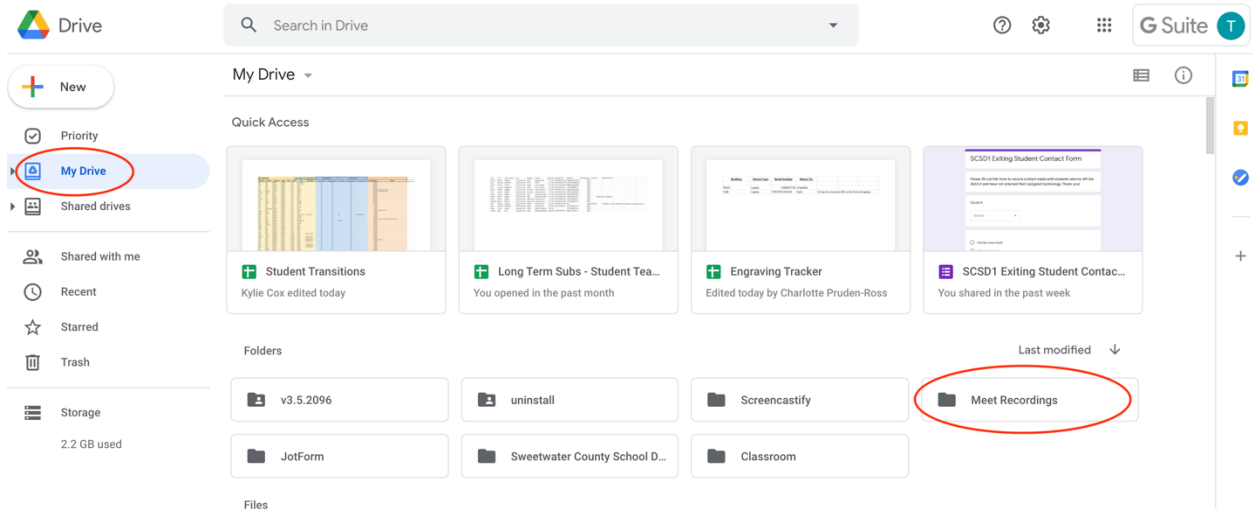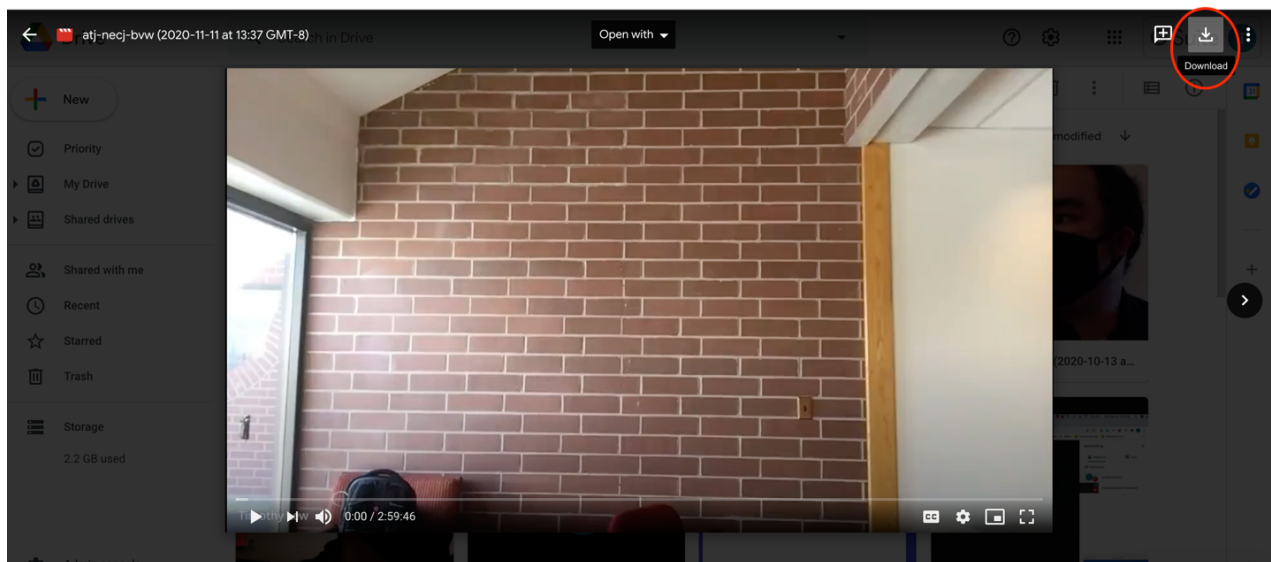# Adding Video Recordings from Google Drive into Swivl Teams

If you download video recordings from Google Drive into Swivl Teams, it gives you the ability to edit the videos, and share them with staff members, or directly by a weblink that you can copy and paste into Google Classroom or CANVAS. Here are the steps on how to do that:
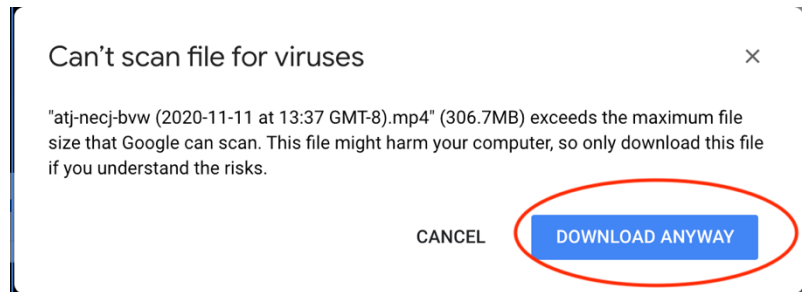
1. Open up Google Chrome, and go to Google Drive. https://drive.google.com
2. Select My Drive, and find and select the folder titled "Meet Recordings".
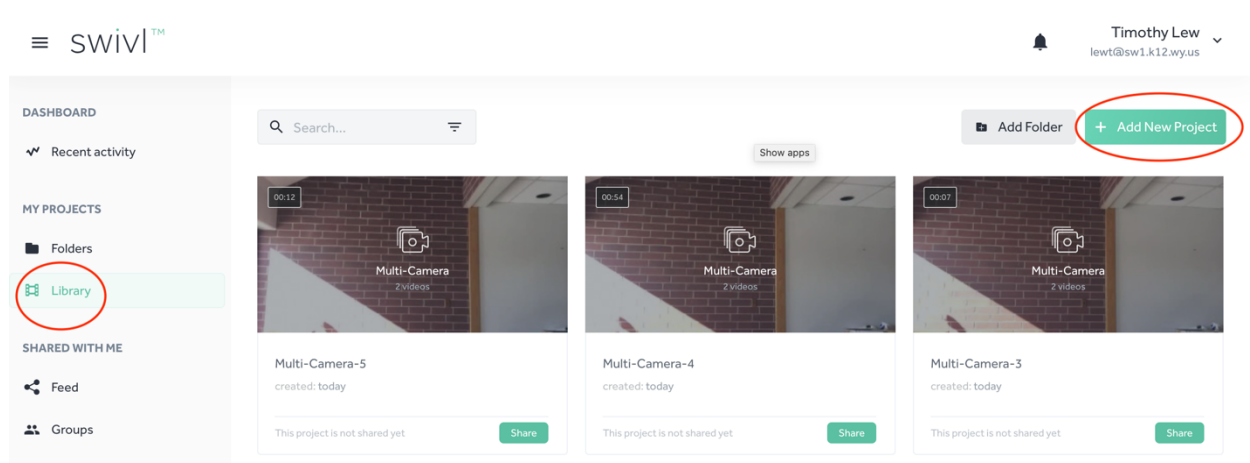

3. Find the recording that you want to upload into Swivl Teams, and double click on the video to open it up. Once the video is opened, hit the download button to download it to your computer.

4. If you're downloading a long video recording, you may get this popup asking if you are sure you want to download the file. Select "Download Anyway".

Can't scan file for viruses ✕

"atj-necj-bvw (2020-11-11 at 13:37 GMT-8).mp4" (306.7MB) exceeds the maximum file size that Google can scan. This file might harm your computer, so only download this file if you understand the risks.
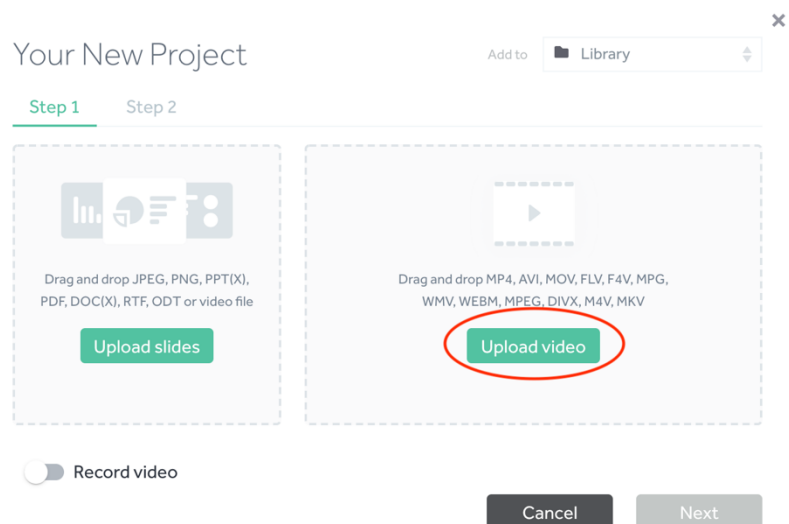
CANCEL   **DOWNLOAD ANYWAY**

5. The recording should start to download automatically after that. The video will take a few minutes to download (depending on the duration of the video).

6. After the recording finishes downloading, go to https://cloud.swivl.com, and sign in with Google if prompted, and then select Library on the right-hand side.
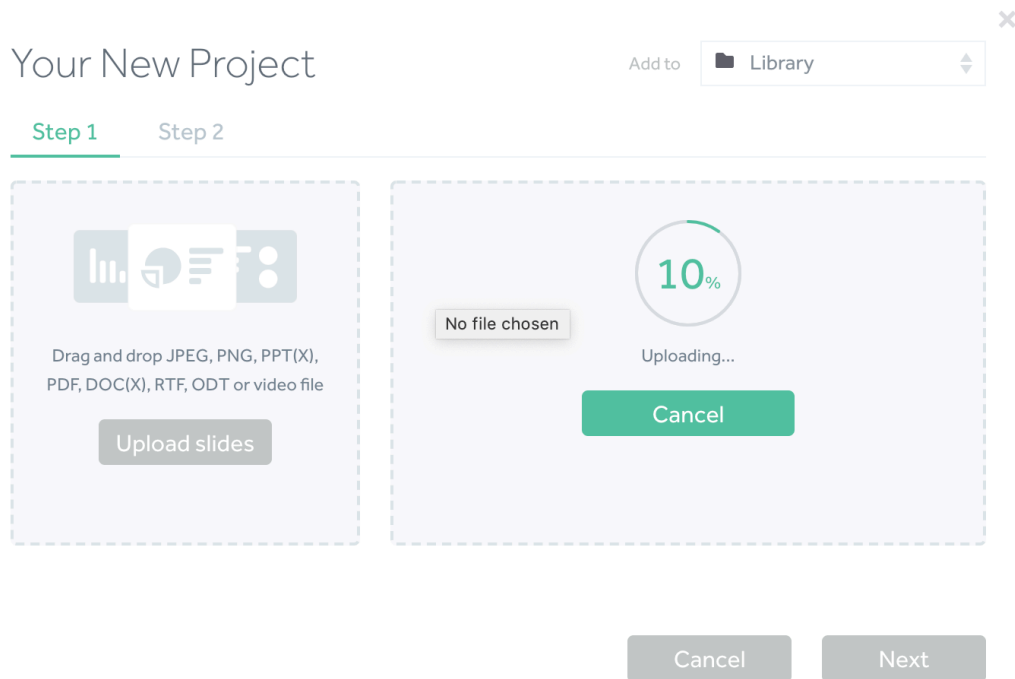

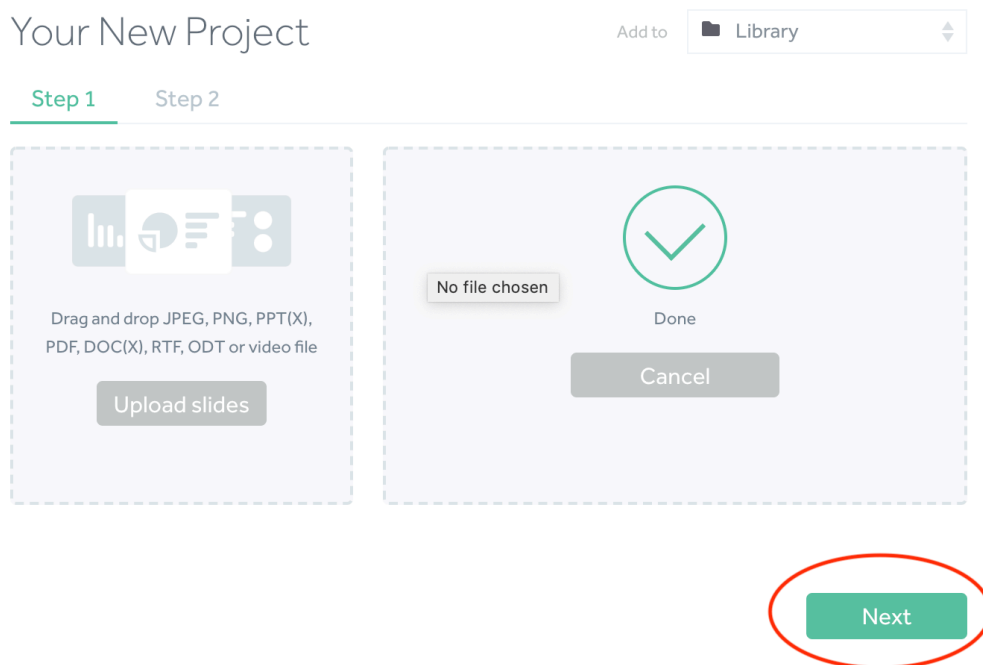
7. Select "Add New Project".

8. In the New Project Window, select, "Upload Video"

9. On the popup window, select the video you've just downloaded from Chrome. Unless you changed the download location, the video should be in your Downloads folder.
10. After you select the video, the video will automatically start to upload.

11. After the video is done uploading, a green check mark will appear. Select "Next".

12. On the next page, you will name your video, and then select "Save".

Your New Project

Add to 📁 Library

Step 1   **Step 2**

Now add title and description to your project.

Test Recording.mov

Description

Save

13. Your video is now uploaded into your Swivl Teams account. It will be on the left-hand side on the top row of your library.

14. For instructions on how to edit and share your video, click here:
https://resource.echalk.com/sr/BNQiq5IR