**Creating Your Own Video on a PC (Evy)**

1. In the lower left windows box on task bar, click on that for a list of all your computer programs.
2. Click on camera.
3. In the right side of the screen click on take video. It’s an icon of a video camera.
4. A red light will come on and on the bottom of the screen you will see the timer.
5. Stop it when you are done.
6. Then go back to that lower left windows box on the task bar and click pictures. A screen will pop up and you will see your video.
7. On the top you will click on select and just above your video you will see the word select again and, in my computer, it was blue
8. Then right click on the video and copy and send in an email.

**Creating Your Own Video on a PC (Sandy on HP PC)**

1. Left-Click on the lower left Windows box on task bar to list all of your computer programs.
2. Left-Click on Camera.
3. Click on the video camera icon on the right side of the screen when you are ready to start recording.
4. A red light will come on next to a timer at the bottom of the screen.
5. Click the red square Stop ‘button’ on the right screen when you are done.
6. Open Google Drive and Left-Click on “New”.
7. Left-Click on File Upload….. which opens your PC’s Camera Roll.
8. Select File to be uploaded (usually the last in line).
9. When Download is Complete, Right-Click on the new file just downloaded.
10. Left-Click “Get Link”
11. Left-Click “Copy Link” and hit done.
12. Go to your mail program to prepare email, paste in link and send.