



ZENEAKADÉMIA

ALAPÍTVÁ 1875



Office 365 OneDrive video sharing

Uploading videos



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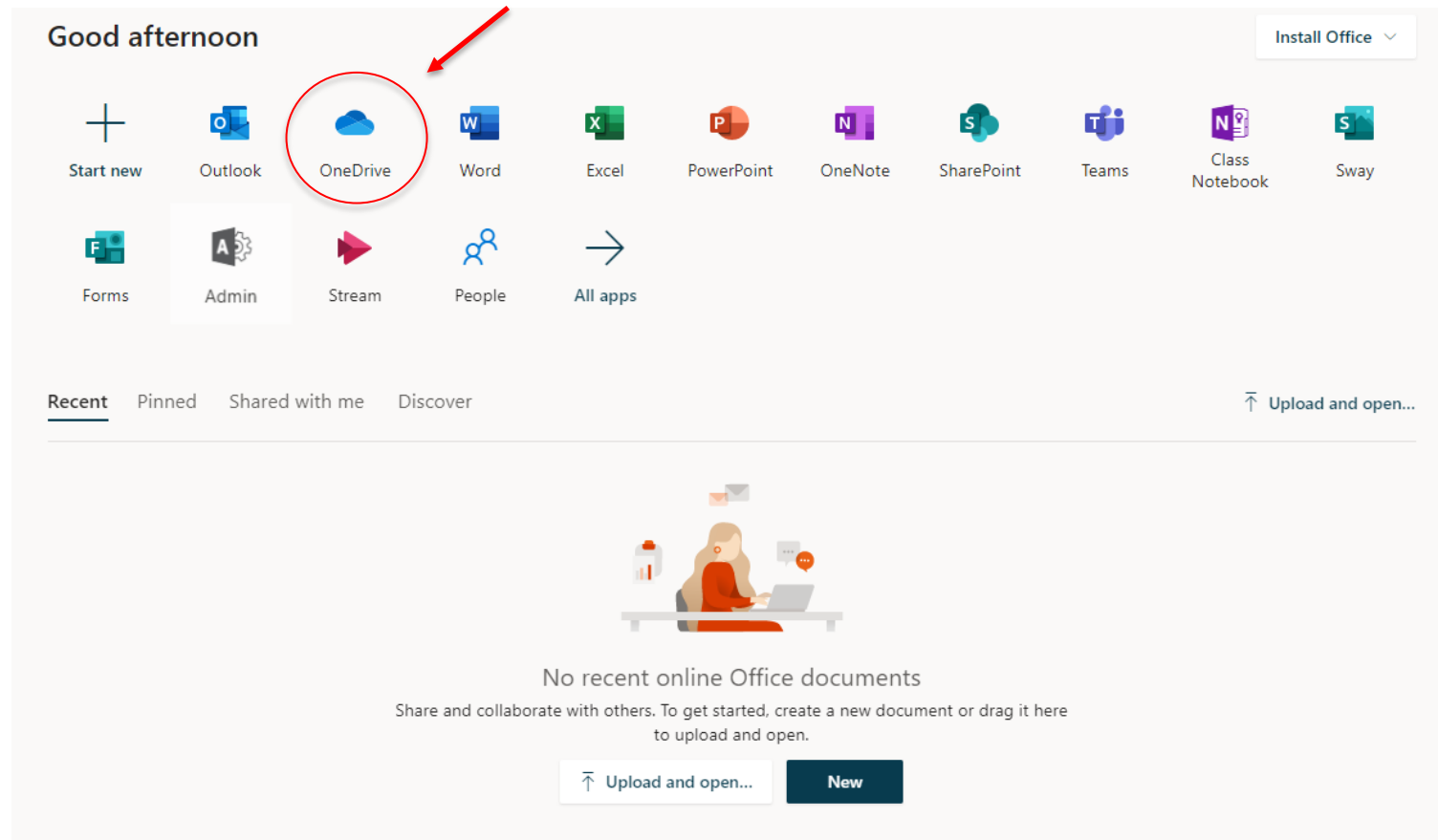
Technical requirements for video recordings

Only those recordings will be considered eligible and possible to assess which meet the technical requirements. Sound recordings only and videos of different formats will be rejected.

1. The submitted performance video has to be recorded in a way that the student uploading the video and the performance itself is possible to authenticate.
2. The video recording may only contain uncut recording of the performance, the pieces/movements have to be continuous without any cuts. Any post-work done in any shape or form (sound or picture) or with the usage of any kind of technology, is prohibited.
3. The picture of the video recording has to be done considering the following:
 - The format of the shot has to be horizontal (landscape).
 - The student has to be in the middle of the picture with a clear and visible shot of their face and hands in focus.
 - Avoid backlight (the main source of light is preferably behind the camera, in front of the student).
4. The sound quality of the recording has to be good enough so that instrument is clear, easily separated from outside and technical noises during the entirety of the performance.
5. Accepted file-format: mp4.

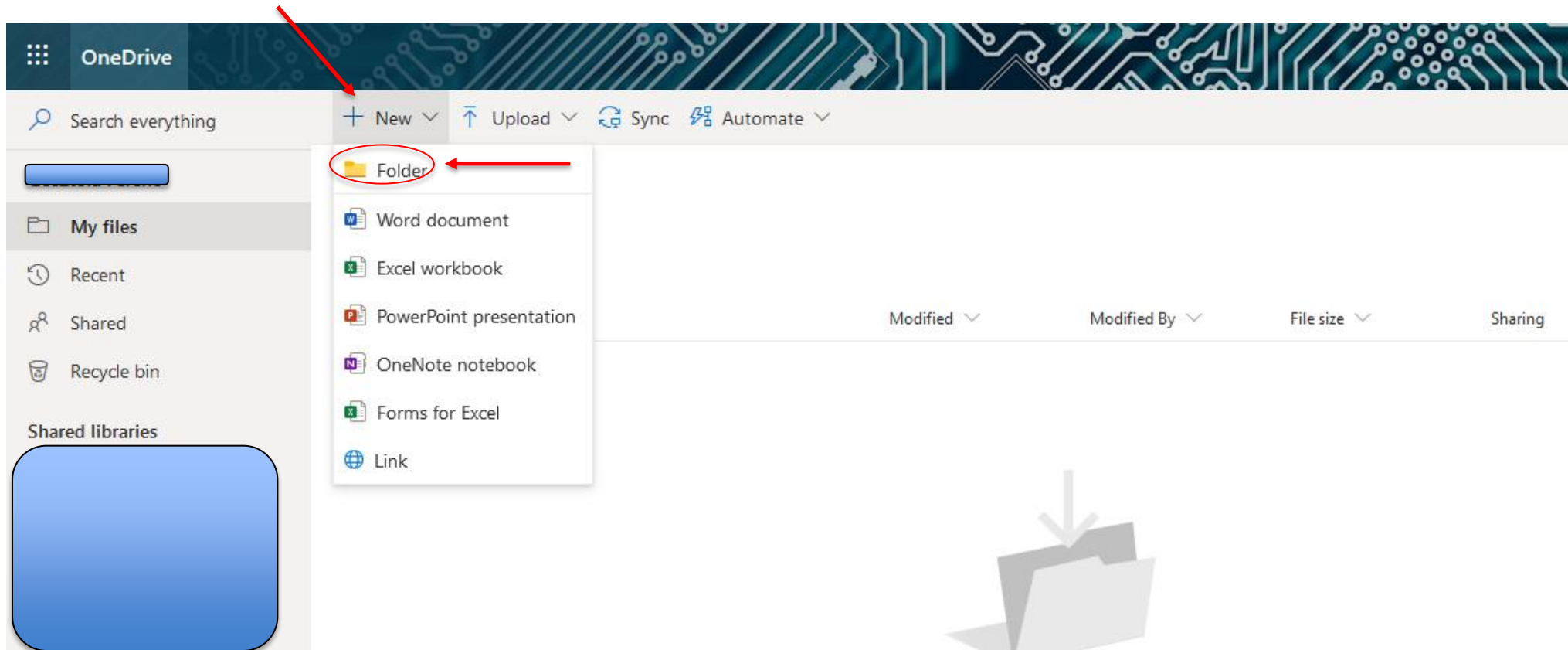
Log in at www.office.com with the given e-mail address and password (check the e-mail from 9 April about login information for Office 365).

Click on the OneDrive button after logging in.



Create a folder to store your shared documents in.

Click on „New” > „Folder” to create the folder.



Give the folder a name. The folder name should start with the student's name (eg. Smith_John_Diploma_concert). After choosing the folder name, click on „Create”.

Create a folder






Minta_Mária_DiplHangVerseny

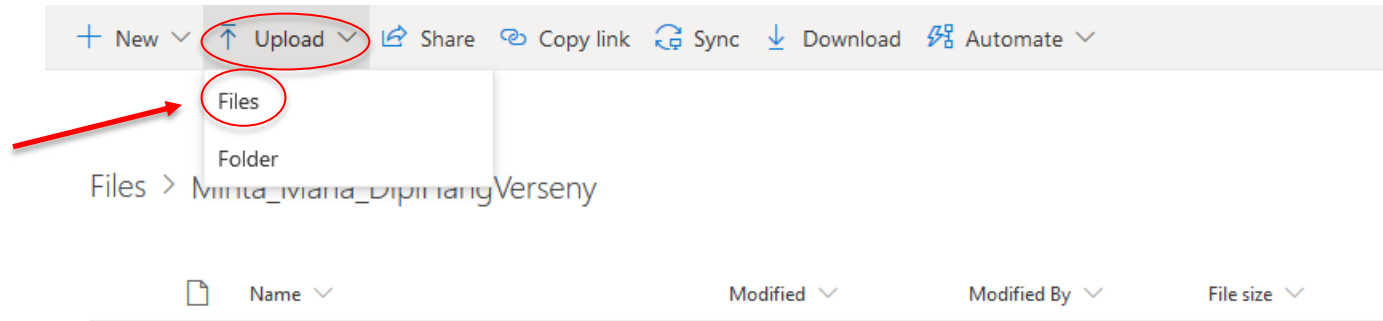
Create

Click on the folder name to open the folder. Now you can upload the diploma concert recording in this folder.

Files

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Minta_Mária_DiplHangVerseny	A few seconds ago		0 items	Private

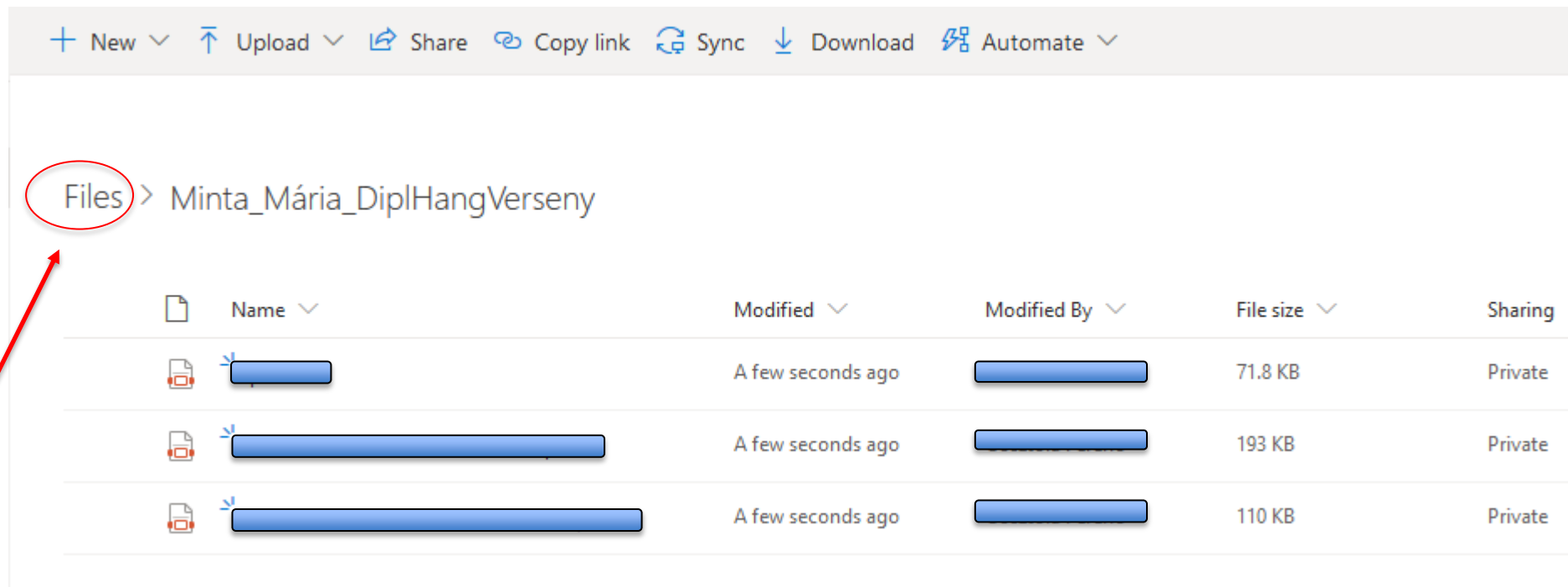
Click on „Upload” > „Files”.



Drag files here




Choose the files you want to upload, then click on „Open”. The uploading will start. Please give the uploaded file an appropriate name. The file name should start with the student’s name (eg. Smith_John_Diploma_concert_video).

After uploading the file, click on „Files” to go back to the main page where you can share the folder.



Navigation bar: + New ▾ ↑ Upload ▾ ↗ Share 🔗 Copy link ↻ Sync ↓ Download ⚙ Automate ▾

Files > Minta_Mária_DiplHangVerseny

File icon	Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
	[Redacted]	A few seconds ago	[Redacted]	71.8 KB	Private
	[Redacted]	A few seconds ago	[Redacted]	193 KB	Private
	[Redacted]	A few seconds ago	[Redacted]	110 KB	Private

To share the folder, click on the vertical dots („...”) > „Share”.

Files

The screenshot shows a file management interface with a table of files and folders. The table has columns for Name, Modified, Modified By, File size, and Sharing. A folder named 'Minta_Mária_DiplHangVerseny' is selected, and a context menu is open over it. The 'Share' option is highlighted, and a red arrow points to it.

	Name	Modified	Modified By	File size	Sharing
✓	Folder			3 items	Private

- Share
- Copy link
- Request files
- Manage access
- Download
- Delete
- Move to
- Copy to
- Rename
- Automate >
- Details

To change sharing settings, click on the green globe icon.

Share Copy link Request files Download Delete Rename Move to Copy to

Send Link

Anyone with the link can edit

Enter a name or email address

Add a message (optional)

Send

Share

Modified Modified By File size

A few seconds ago 3 items

Choose „Specific people” and do NOT tick „Allow editing”.

Click on „Apply”.

Link settings

Who would you like this link to work for? [Learn more](#)

- Anyone with the link
- People in Liszt Ferenc...szeti Egyetem with the link
- People with existing access
- Specific people

Other settings

Allow editing

To finalise the sharing, type in the name of your department (these might only work in Hungarian, see below).

Share Copy link Request files Download Delete Rename Move to Copy to

Send Link

People you specify can view

Enter a name or email address

Add a message (optional)

Send

Copy Link Outlook

Modified Modified By File size

A few seconds ago

Send Link

People you specify can view

Vonós Tan

Vonós Tanszék Members

Send

Copy Link Outlook

Department names in Hungarian

- Fúvós Tanszék - Woodwinds and Brass Department
- Vonós Tanszék - Strings Department
- Billentyűs és Akkordikus Hangszerek Tanszéke - Keyboard and Harp Department
- Ének Tanszék - Department of Vocal and Opera Studies

Start typing and the department name will appear.
Click on the department name > „Send”.

The video sharing is successful.



Link sent

If you need to upload more documents, click „Upload” > „Files” and start the process again.

THANK YOU FOR YOUR ATTENTION!

If you need technical help in the uploading and sharing process, you can contact the IT Department at the itsupport.zarovizsga@zeneakademia.hu e-mail address.



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