

# Video – How-to Guide

Use this guide to create videos and upload them to our video portal, Stream.

## Before you start

Contact the [Communications team](#) to discuss your requirements. If necessary they can create a new channel for your video(s) and provide you with the correct access to manage the channel and upload videos.

Keep these points in mind *before* you start filming:

- Keep your video as short as possible (3 minutes is ideal) to keep your audience interested.
- If you're filming our people, make sure they're working safely and wearing the required PPE for the task.
- Think about what you want to communicate. What are your key messages? What actions do you want viewers to take after watching the video? What do you want to demonstrate to them? It can help to write yourself a short script or run sheet before you start filming.
- If you're uploading a safety tip, consider the Health & Safety, Water Quality and Environmental implications of your tip. Will this activity have a negative or positive impact on these areas and if so ensure you provide advice about any additional controls required. Ensure the tip is in line with existing work procedure or policy.

## Filming techniques

- Set the resolution for videoing to HD (under Video settings in your phone camera – 1280 x 720 HD)
- If possible, use a tripod to reduce shaking
- Turn the phone/tablet around so you are recording in landscape mode
- Try and avoid filming in noisy and windy conditions, or in locations that are echoey
- Bright light is best or try and film on a sunny day
- Make a short test video before you start to check that the sound and audio is good
- Keep the tone of the video conversational and friendly
- Stop and start if necessary (or use the pause button). We can combine several videos into one video later, if required

## Uploading your video

Once your video is created, upload it to the [Office 365 video portal](#).

- Log in using your SA Water email address and network password from your smartphone or tablet, or your desktop (depending on where your video is saved). You will also be required to verify your account with an SMS code the first time you log in, and any time that you are accessing the site outside our network.
- Click on *Upload* from the top menu bar (arrow icon)
- Click on *Select videos to upload*

## Guide to creating and uploading videos

- Browse to where your video is saved and select the file you want to upload
- Once the video uploads it may take some time to process. When the video is available for viewing the system will email you with a link to your video

## Advise the Communications team

**1) General videos:** Forward the video link email to [communications@sawater.com.au](mailto:communications@sawater.com.au) advising who is in the video and if you need anything edited out

**2) Safety tips:** Forward the video link email to [safetytips@sawater.com.au](mailto:safetytips@sawater.com.au) advising who is in the video and if you need anything edited out.

Once the video is approved and edited the [Communications team](#) will move your video to a public channel (if required) and work with you to promote your video within the business

## Where to get help

If you have any questions or have access issues, contact the [Communications team](#).

---