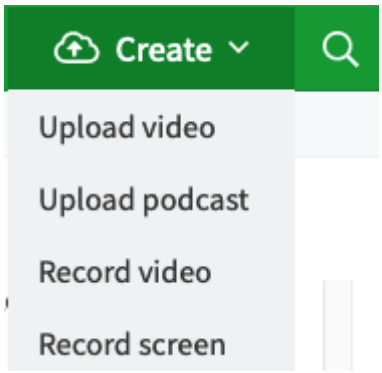
Uploading Podcasts

You may need to contact Professional Services to enable the upload podcast option in the CorporateTube Administation area.

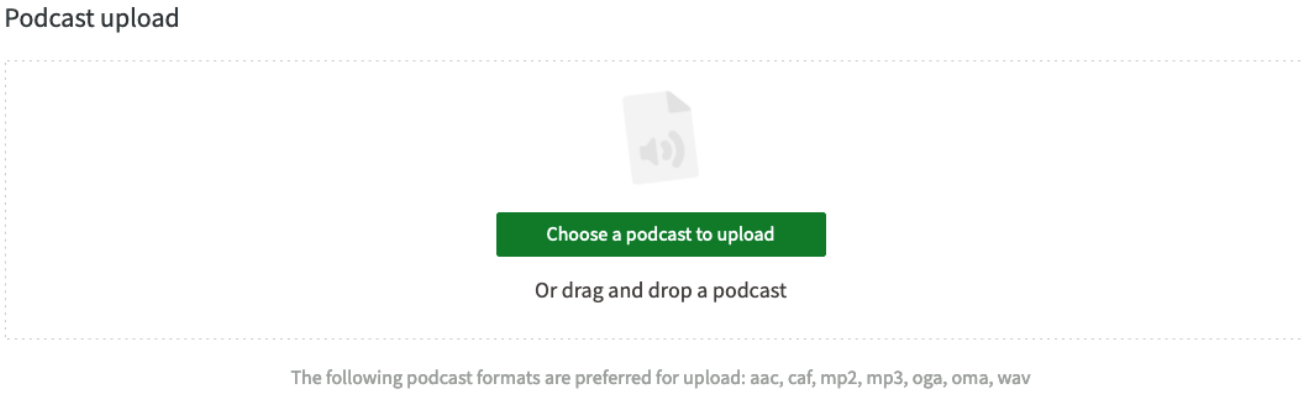
The Upload podcast option will then be visible (see screenshot below).

Steps

- To upload podcasts to CorporateTube, click the [Upload] button in the navigation menu.

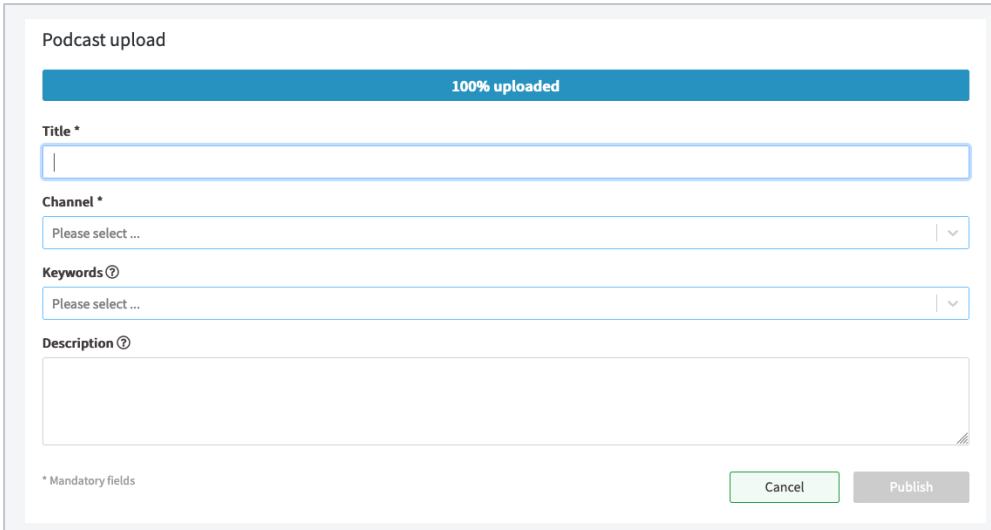


- Click on [Upload podcast]. Then, choose a podcast to upload in the upload dialog box. Alternatively, you can use the drag and drop function.



Note that only these formats are supported: aac, cat, mp2, mp3, oga, oma, and wav.

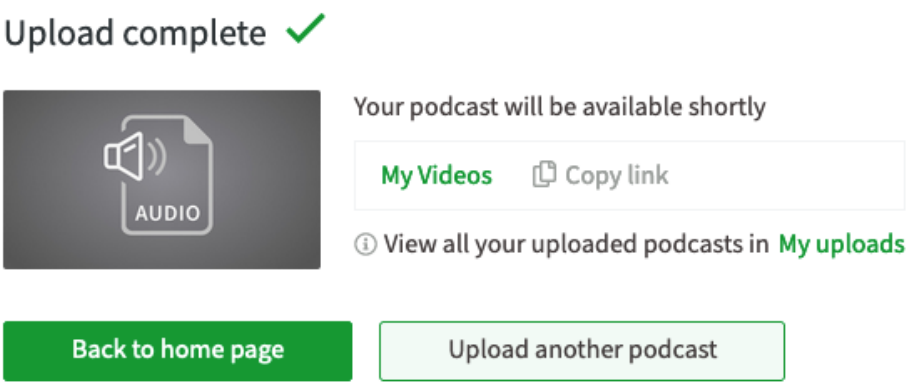
- As the file starts to upload, you will see a progress bar and form fields for naming, selecting a channel, adding keywords and describing your podcast. While the podcast is uploading, fill in the upload form fields (the fields marked with an asterisk are mandatory):


Podcast upload
100% uploaded
Title *
Channel *
Please select ...
Keywords
Please select ...
Description
* Mandatory fields
Cancel
Publish

- Click [Publish] when upload is complete.

Once the upload is complete, a confirmation message is shown. A link to the newly uploaded podcast will be provided.

CorporateTube will create a separate link for each channel you assign your podcast to.



After uploading, it may take a few minutes before your podcast shows up in CorporateTube; a few minutes are required for generating the file formats for your podcast.