


Uploading Podcasts

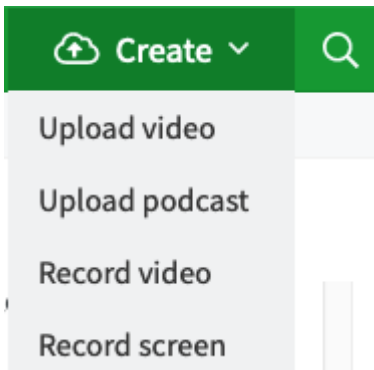


You may need to contact [Professional Services](#) to enable the upload podcast option in the [CorporateTube Administration area](#).

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

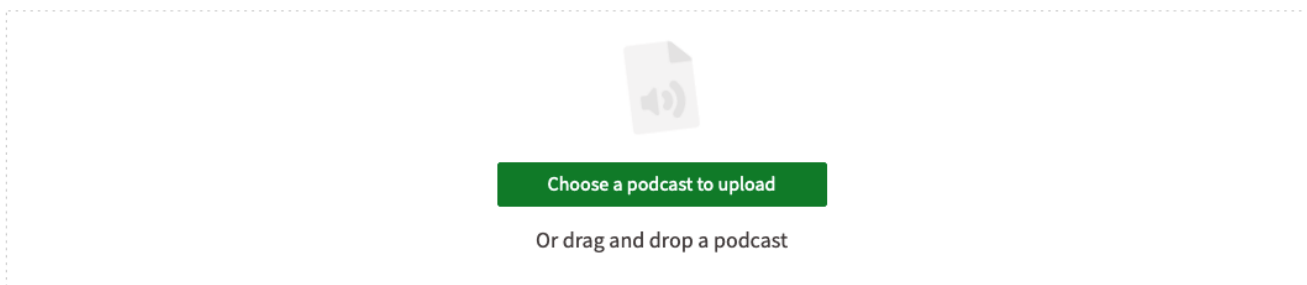
Steps

- 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.

Podcast upload



The following podcast formats are preferred for upload: aac, caf, mp2, mp3, oga, oma, wav



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.

Upload complete ✓



Your podcast will be available shortly

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Copy link

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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.