

Create PGIA mail account

01. Request to pgiakandy@gmail.com with the full name to get new mail(video upload) account.

After that you will receive account username & password and instruction sheet to follow step by step.

Sample Instruction Sheet

02. Visit the PGIA website and go to webmail page or visit <https://www.pgia.ac.lk/mail.php>

03. Click the  Button

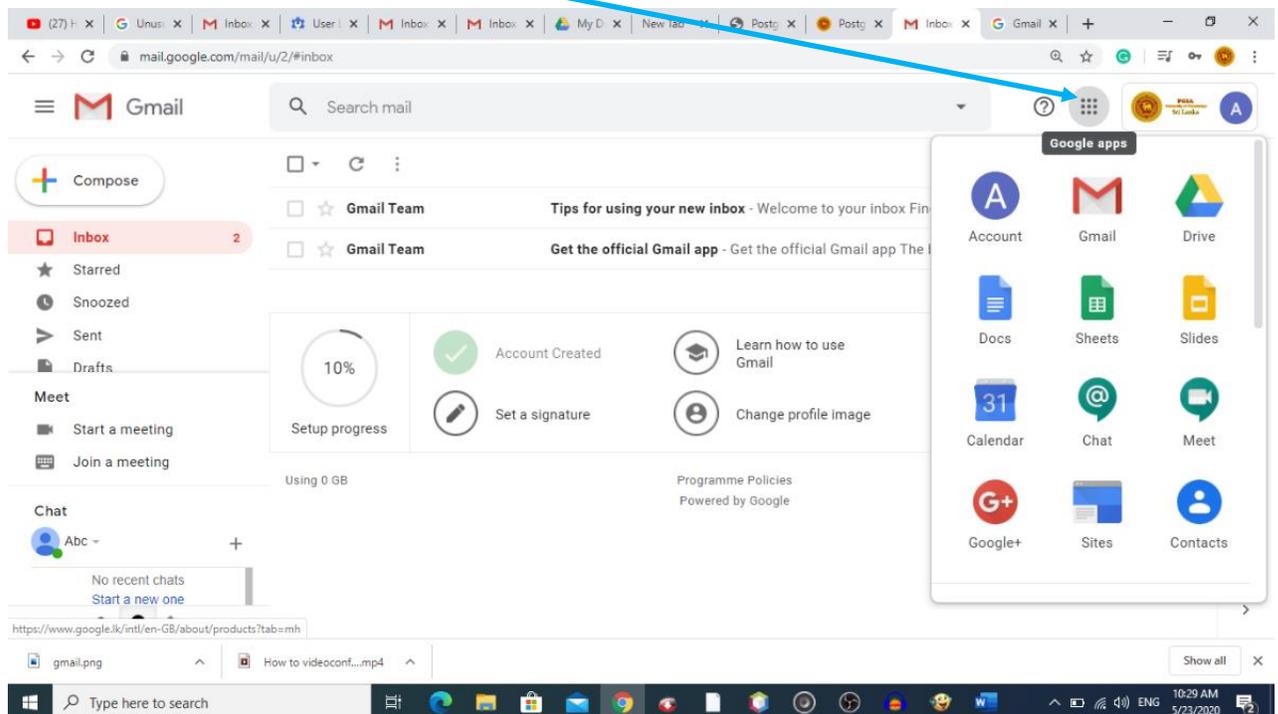
04. Enter

username :xxxxxxxx

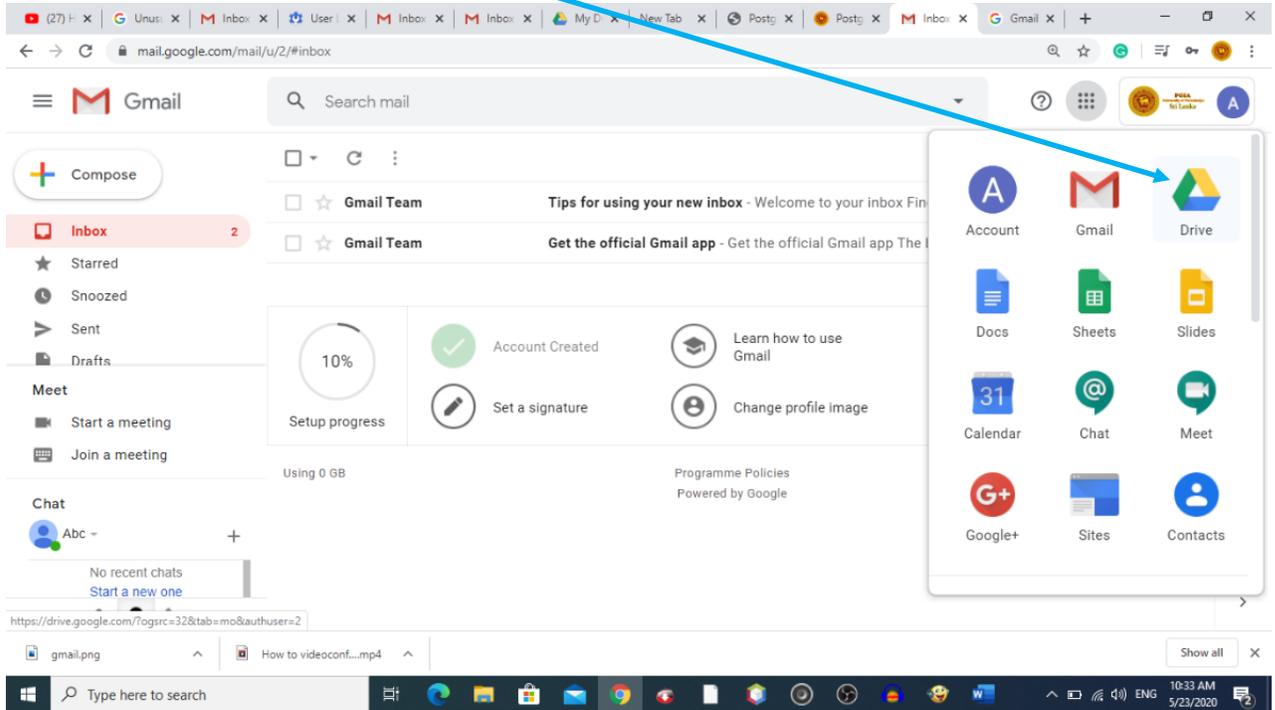
password :xxxxxxxx

Upload videos

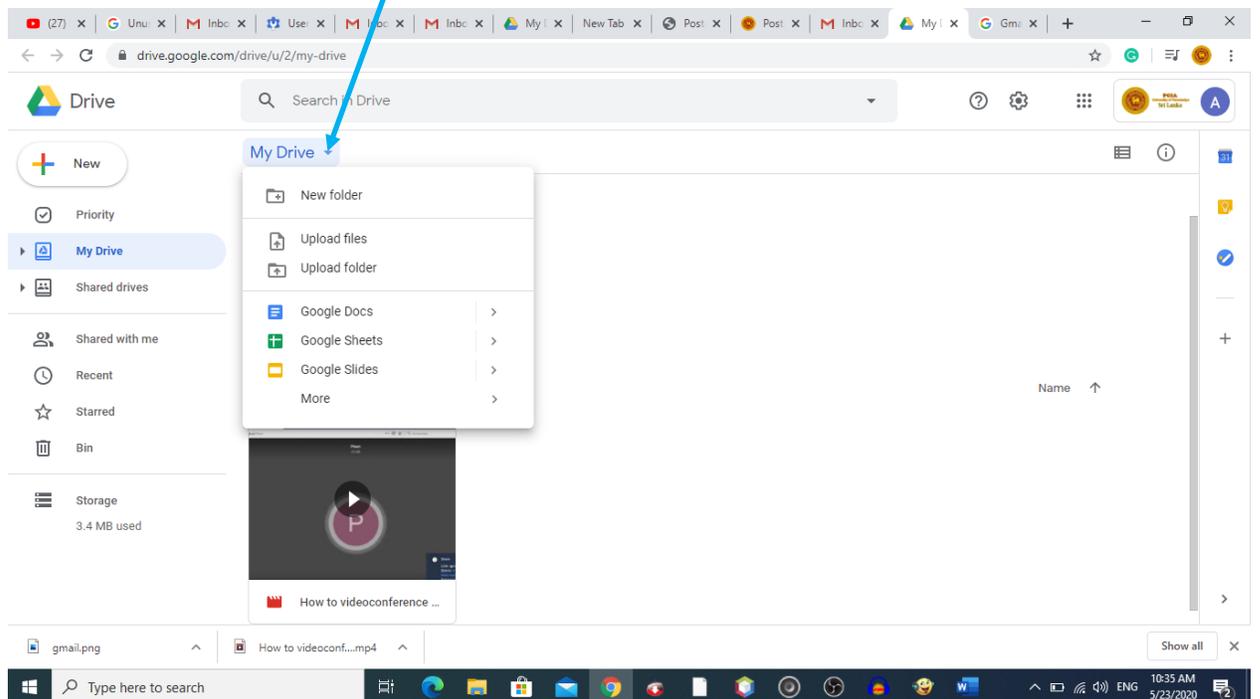
05. Click here on Google Apps



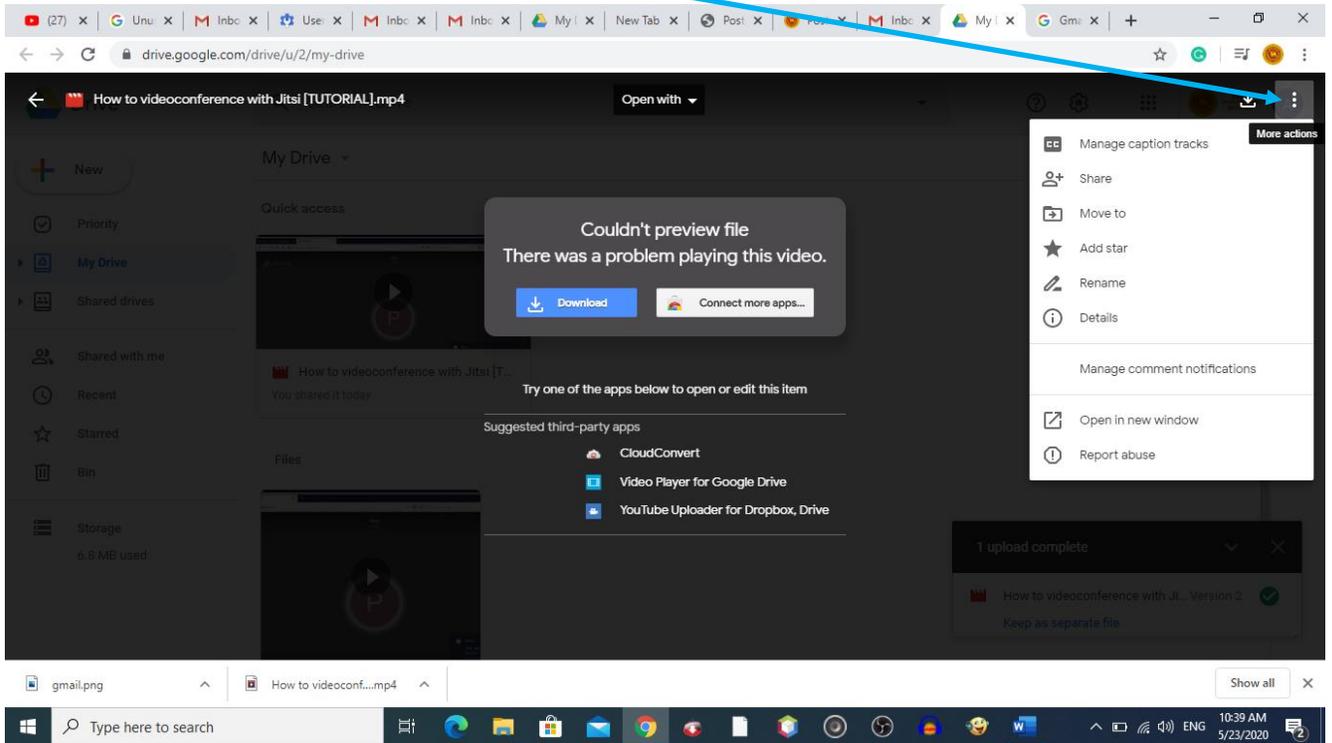
06. Click here on Google Drive



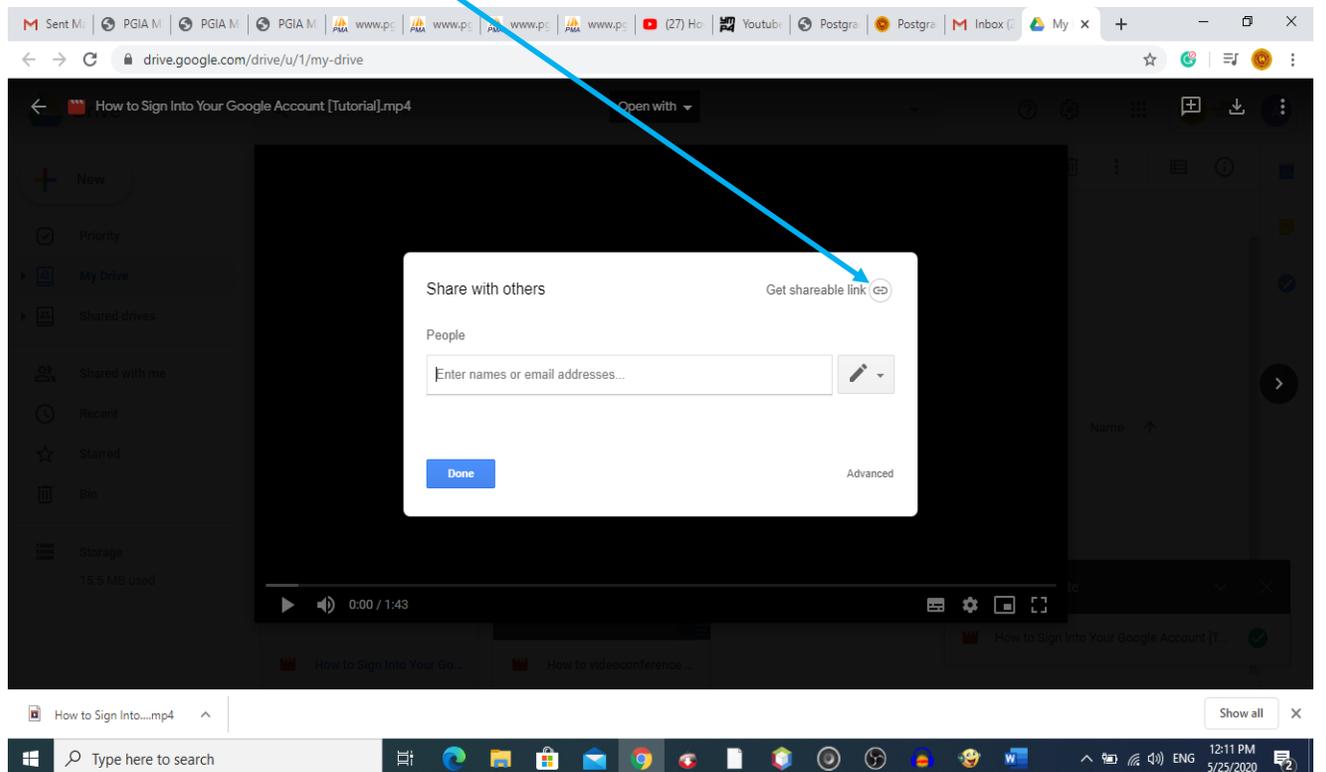
07. Click here on My Drive



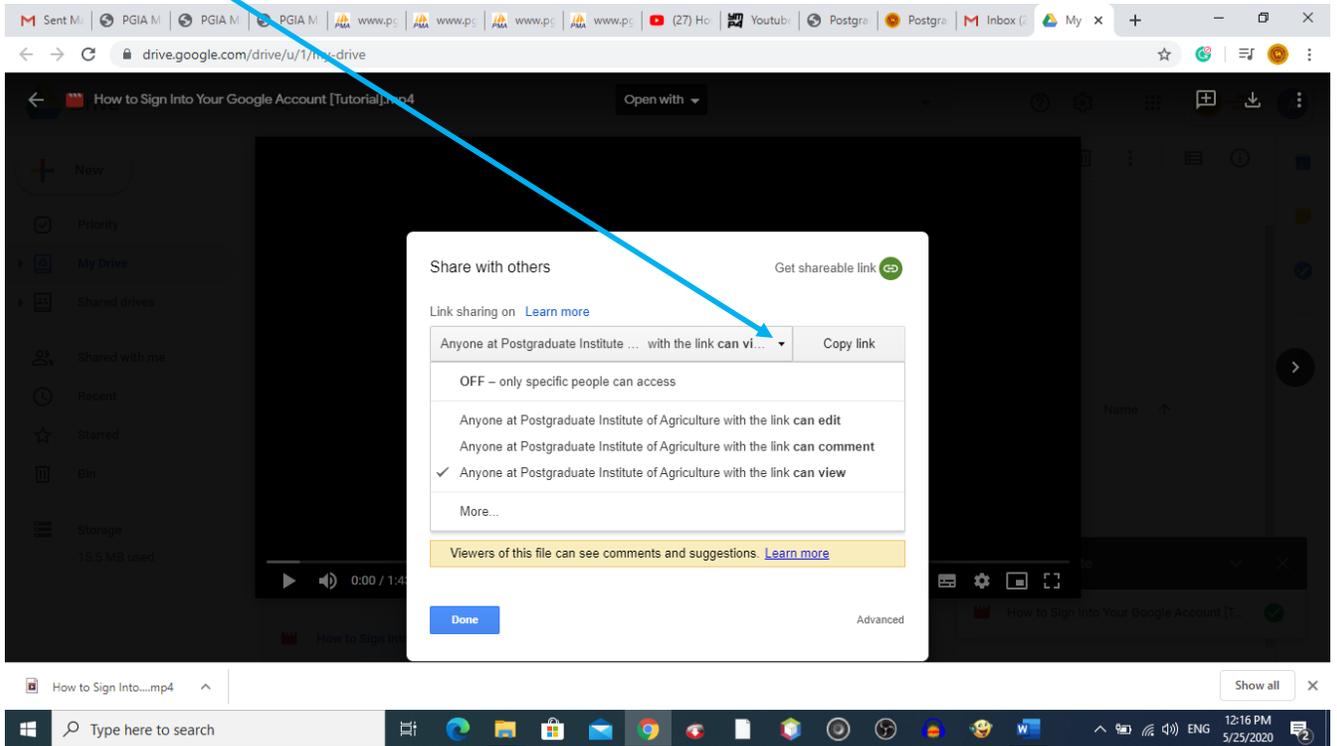
- 08. Click Upload Files
- 09. Choose the file and upload
- 10. Double click on the upload video
- 11. Click here
and choose share



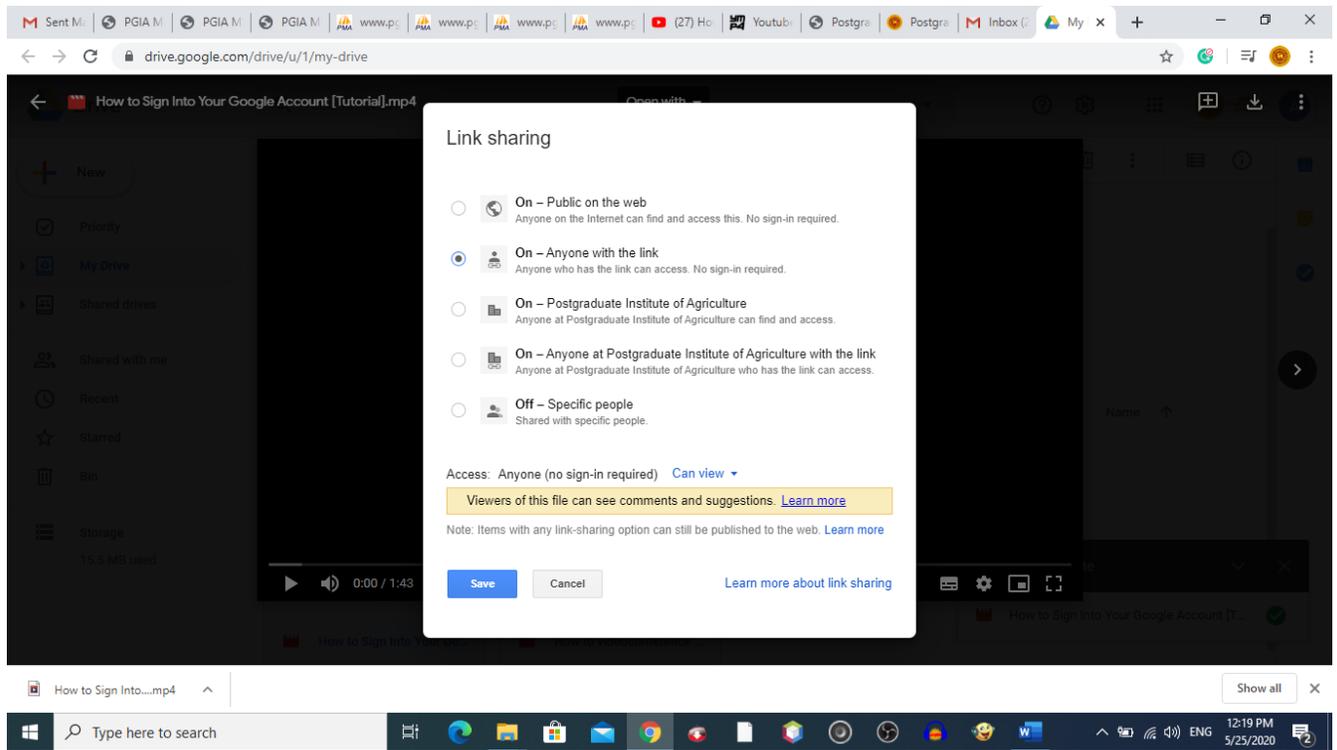
- 12. Click on (button next to) Get sharable Link



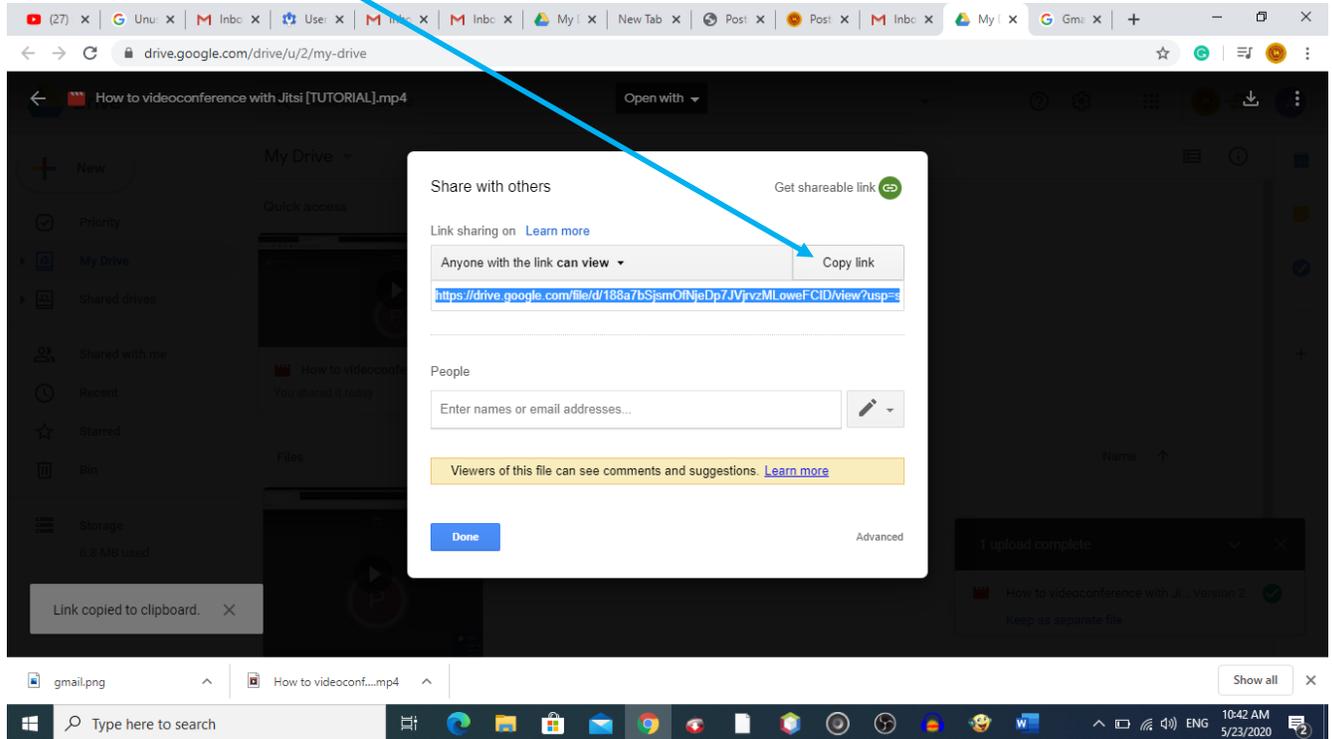
13. Click here (on drop down arrow key) and choose **more** at the down of the list



14. Choose radio button : **On - Anyone with the link** and Click **Save**



15. Click on copy link



16. Click Done

17. Now Go in to the PGIA-MIS and click on **Upload & Publish video lectures**

18. Choose related

Board of Study

Academic Year

Branch

Semester

And click on Load Courses Button

19. Select the course from the courses drop down menu

20. Paste the copied link to the **URL (Video link) box**

21. Provide Appropriate Description, tick yes on **Publish to Entire Board of study** if needed

22. Click Submit.