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 :xxxxxxx password :xxxxxxx

Upload videos



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06.Click here on Google Drive 👡

07. Click here on My Drive

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- 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

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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 linkand Click Save



15. Click on copy	link
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- 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.