



Guidelines for Sending Videos

1. Compress the Video

To reduce the file size without significant quality loss, use a free and reliable compression tool. A good option is: **FREECONVERT.COM**:

- Go to <https://www.freeconvert.com/video-compressor>
- Upload your video file.
- Set output to mp4.
- If the video is large, you can go to Advanced Settings (cog icon) --> Select Target Size, and lower the size.
- Wait for the tool to compress it automatically.
- Download the smaller version of the video.

2. Use Cloud Storage for Sharing

The easiest way to share large files is by uploading them to a cloud storage service and sharing a link. Recommended options:

- **Google Drive**
 - Upload the video to your Google Drive.
 - Right-click on the file and select "Get link."
 - Set the permissions to "Anyone with the link" and share the link.
- **WeTransfer**
 - Go to [WeTransfer](https://www.wetransfer.com).
 - Upload the video (up to 2GB for free).
 - Enter your email and the recipient's email address.
 - Add a message (optional) and click "Transfer."

By compressing your video first, you can ensure faster upload and download times, making it easier to share via your preferred method.

Please reach out if you have any questions.

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