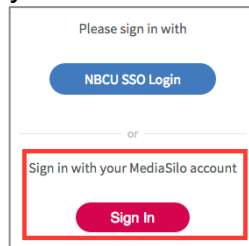


## Uploading media to project folders

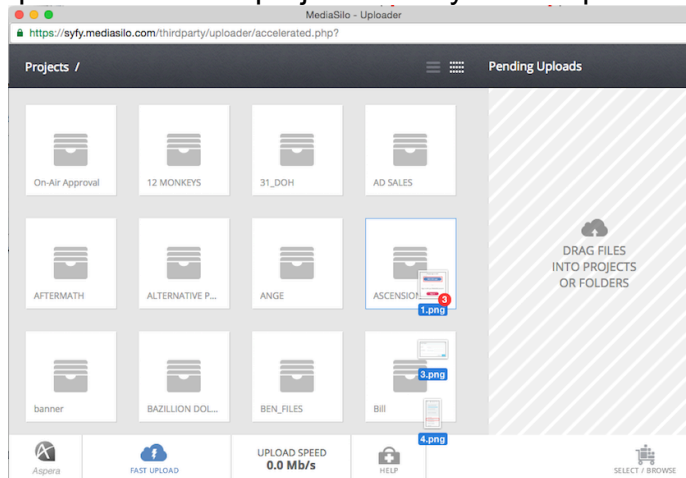
- 1) Log onto MediaSilo using your credentials.



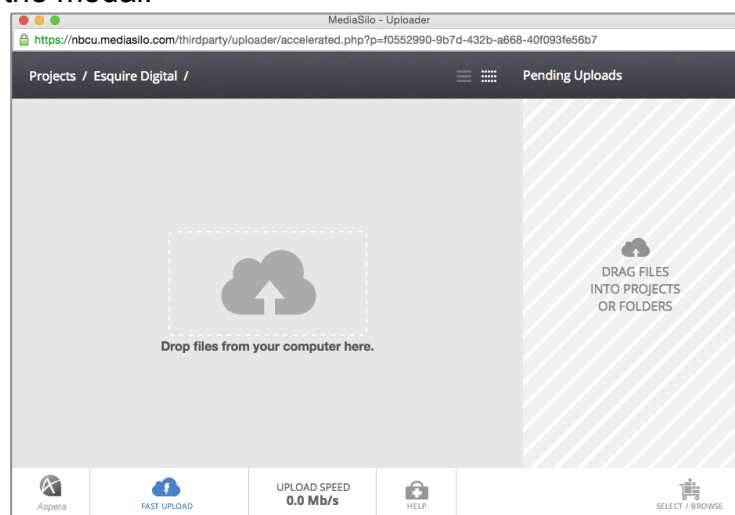
- 2) If you do not have access, please contact an administrator at the network you are uploading content to.

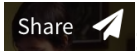
- 3) Click on the  button.

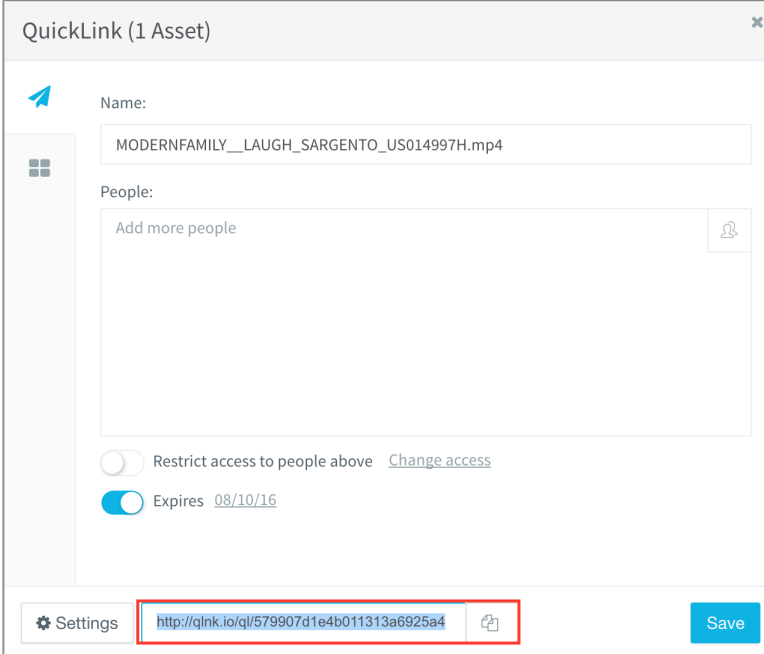
- 4) Drag and drop media into the project folder you are uploading to.



- 5) Alternately, you may double click on the project folder and drag and drop media into the modal.



- 6) A progress bar will show up under “Pending Uploads”. You may choose to upload concurrent media assets.
- 7) Create a Quicklink by navigating to the media and clicking :



QuickLink (1 Asset)

Name:  
MODERNFAMILY\_\_LAUGH\_SARGENTO\_US014997H.mp4

People:  
Add more people

Restrict access to people above [Change access](#)

Expires [08/10/16](#)

Settings <http://qlnk.io/ql/579907d1e4b011313a6925a4> Save

- 8) Copy the Quicklink into your email for delivery.

In the event of technical issues please contact [mediasilo.support@nbcuni.com](mailto:mediasilo.support@nbcuni.com)