

Uploading Media to SuiteOne

Follow these steps to upload your video or audio file to SuiteOne.

1. Login to your SuiteOne Admin Portal
2. Browse to the appropriate Event (i.e. meeting)
3. Under the Event Media section, click **Upload Media**
4. Click the **Select** button, browse to your media file (*.MP4 or *.WMV), and click Open
5. Once the file is uploaded, click Save

**Please note, the system will take time to process the uploaded file before it is available to the public.*

