

Video Portal: Manage a video

How to edit, delete or download a video

This guide is intended for staff and explains how to edit, delete or download a video that has been uploaded to the University's Video Portal system.

To manage a video:

1. Navigate to <https://video.manchester.ac.uk>.
2. Click the **Login** button in the top right-hand corner and enter your University username and password.
3. Click on the **My videos** tab.
4. Click the **Switch to Manage Videos** button.
5. A list of the videos you have uploaded will appear.
6. To edit a video, click on **Edit**.
7. From the Edit screen, you can edit the **Title, Description, Date** and **Time**.



To update/replace an existing video, you will need to [upload](#) the new video and then delete the current version. Note that the video will now have a **new** Video ID.

8. To delete a video, click on **Delete**. You will be prompted to confirm that you wish to delete the video.
9. To download a video, click **Download**. This option will allow you to save a copy of the video file.