

Import from OneDrive to your legacy Video Portal

Last Modified on 06/04/2026 9:15 am IDT

 This article is designated for all users.

About

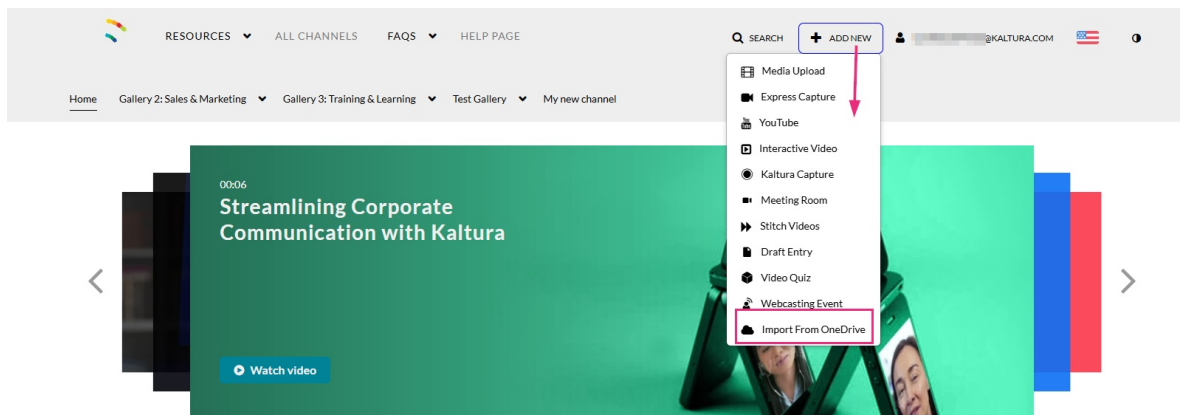
This article explains how to import media from your OneDrive account into your legacy Video Portal.



- Captions and transcripts aren't included when importing files from OneDrive.
- The application administrator should enable the [OneDrive module](#) and set up a registered app in Microsoft Azure.

Import content from OneDrive

1. Select **OneDrive** from the **+ Add New** drop-down menu.



The 'Import from OneDrive' page displays.

Import from OneDrive

[+ Select a file from your OneDrive](#)

Select video, audio, or image files from your OneDrive account to upload. You will be able to edit the metadata of the selected media while its being imported to your personal my-media section.

2. Click **Select a file from your OneDrive**.

After the import preparation is complete, the upload begins.

You can edit metadata during upload or leave the page. The upload continues in the background.

Import from OneDrive

Your selected file "Call with Tony Stark (Ido) - Captain America (Oded) - Thor (Alex) - Bumblebee (Eddy) - Black Widow (Ella)-20210728_094848-Meeting Recording.mp4" is being imported in the background. You below or navigate away from the page.

Please fill out these details:

Name:
(Required)

Description:

Tags:

After ingestion is complete, the media is available on its entry page and in My Media.

Importing a Teams meeting recording

For non-channel Microsoft Teams meetings, recordings are saved in the **Recordings** folder in the OneDrive account of the user who started the recording.

1. Go to the **Recording** folder in OneDrive.
2. Select the recording file and import it as described above.

