Go back to the home page
Click on the logo or name of the Media Library to go back to its home page.

Browse media
View the media files available in the Media Library and use your mouse wheel to scroll through them.

Display media in full-screen mode
Switch a media file to full-screen mode for better viewing. If it is a video, you can play it in full-screen mode.

Select media files
Click on a media file to select it. Hold down the Ctrl or ⌘ key to select several media files. Press the esc key to deselect everything.

Browse the Media Library
Click on the icons in the header bar to access all media files or selections. Search for a media using the search bar.

Choose the order of appearance
Display media files by the date they were added to the Media Library, from the most recent to the oldest, or vice versa.
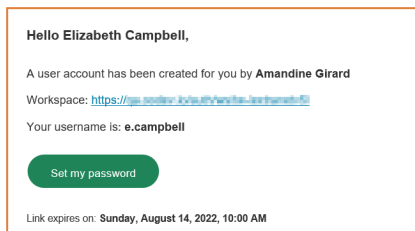
Filter media
You can use the side panel to refine your search by only displaying media files that meet specific criteria.
Select a tag to display the associated media.

oodrive-media

fr / en

50 medias

THE LATEST

REFINE YOUR SEARCH

PAYS

Japan (7)
France (7)
Kenya (1)

MAIN COLORS

KEYWORDS

cityscape (52)
architecture (50)
sky (46)
nature (36)
city (34)
clouds (26)

① Log in to your workspace

First login

1. Retrieve the username emailed to you when your account was created.

2. Click **Set my password**.

> **Hello Elizabeth Campbell,**
>
> A user account has been created for you by **Amandine Girard**
>
> Workspace: https://~~~~~~~~~~~~~~~~~~
>
> Your username is: **e.campbell**
>
> [Set my password]
>
> Link expires on: **Sunday, August 14, 2022, 10:00 AM**

3. You will be redirected to a browser page asking you to set a password and confirm before clicking **Validate**.

4. Click **Log in** to access the login page.

5. Enter your username and password, then click **Log in**.

After the first login

1. Retrieve the username emailed to you when your account was created.

2. In your web browser, go to the login page for your workspace:

   ← → C ⌂ 🌐 https://sharing.oodrive.com/auth/ws/the-name-of-your-workspace
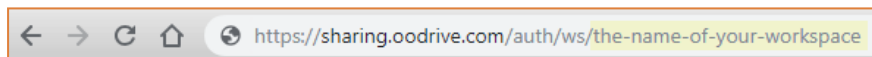
3. Enter your username and password, then click **Log in**.

   If you have forgotten your password, click **Forgot your password?**

② Access media files

1. Click the **All media** icon 🔲 to display all media files available in the Media Library.

   Tip: You can also click the **Search** icon 🔍 and search for media files by keyword.

2. To change the display order, click the sorting icon 〓 in the side panel on the right and select the media files you want to display first: **The latest** or **The oldest**.

3. To refine the results, select one or more tags in the available categories under **Refine your search**.

   - If you select several tags **in the same category**, media files matching at least one of these tags will appear.

   - If you select tags **in different categories**, the results of these different categories will overlap.

     For example, if you select three tags in two different categories, the Media Library will display media files matching the following rule: (Tag A OR Tag B) AND (Tag C).
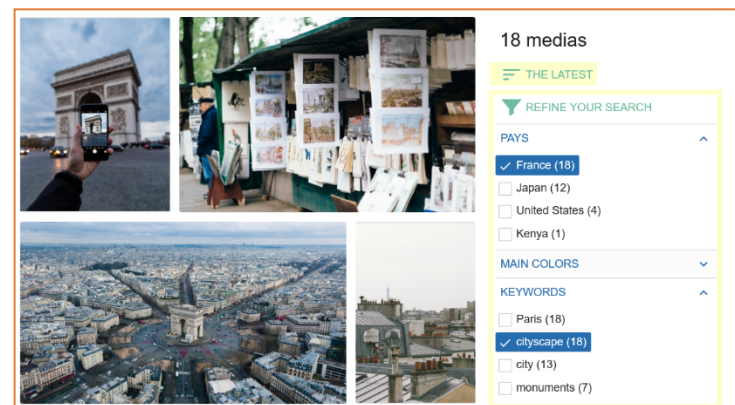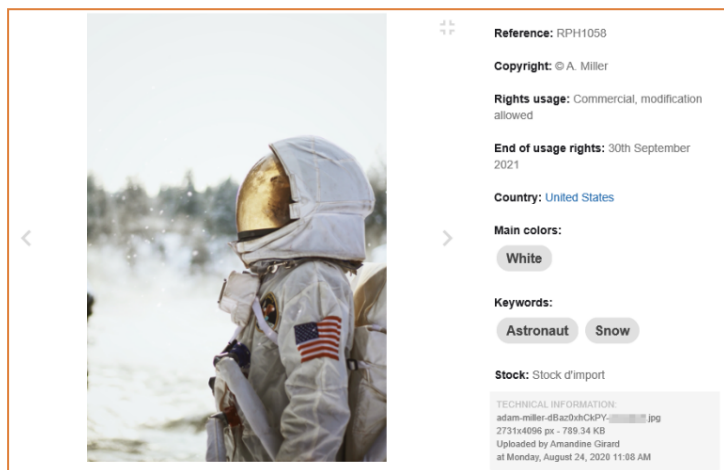
③ View media file information

Viewing information about media files can help you identify important data about its usage, such as copyright information or usage rights linked to the specific media.

1. Select the media file whose information you want to view.

   Tip: Double-click on the media file to view it in full-screen mode. Click the ⌐⌐ icon in the upper-right corner of the media file to exit full-screen mode.

2. View information about the media file in the side panel on the right.

The available information can vary according to the configuration and classification work done in the Media Library.

Good to know: Click on a keyword or link in the media file info to display all media files matching that tag.

④ Share media files

The Media Library Administrator can choose whether or not to allow you to share media files.

1. Select the media file you want to share.

2. In the side panel, click the **Share** icon ⌵ to access the media file sharing window.

3. Click the toggle switch below the media file preview to access sharing options.
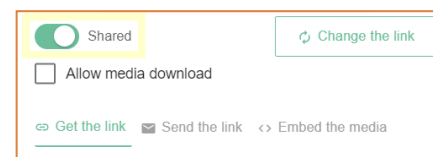
4. If this option is available and you want to allow downloading of the shared media file, select **Allow media download**.

5. **To share the media by email:**

   - Click the **Send the link** tab.
   - In the **Email** field, add recipients by entering their email addresses and pressing **Enter**.
   - You can enter a message for the recipients if you want to do so.
   - Click **Send**.

     Your recipients will receive an email containing a link to view the media file that you have shared.

   To use the media in web publications:

   - Click the **Embed the media** tab.
   - If you wish, change the media display size in the **Embed options** section.
   - Copy the HTML embed code and paste it where you want to insert the media (web page, newsletter, email, etc.).

You can change or stop sharing at any time by selecting the media file and clicking the **Share** icon ⌵ again.

⑤ Download media files

Depending on the permissions assigned to you by the Media Library Administrator, you may be authorized to download media files in different formats, as well as any attachments.
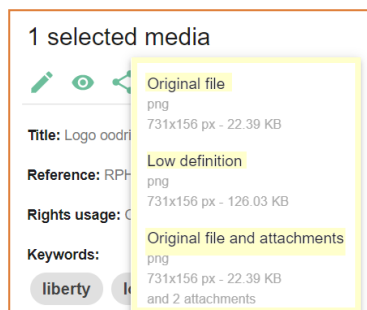
1. Select the media file(s) you want to download.

   Note: To select several media files, hold down the **Ctrl** or ⌘ key.

2. Click the **Download media** icon ⬇ in the panel to the right.

3. Select the format you want to download:

   - Original file (high definition)
   - Low definition
   - Original file and attachments

   Note: The available formats and attachments are specified by your Administrator.

   If you do not have permission to download the original file, the Administrator can also allow you to request an HD version through the **Request the original file** option.

4. Save the media file(s) using your browser.

You will find the media file(s) in your **Downloads** folder.

⑥ Make an HD request

If you do not have the necessary permissions to download the original media, your administrator may allow you to make an HD request.

1. Select the media file(s) you want to download in HD.

   Note: To select several media files, hold down the **Ctrl** or ⌘ key.

2. Click the **Download media** icon ⬇ in the panel to the right, then select **Request original file**.

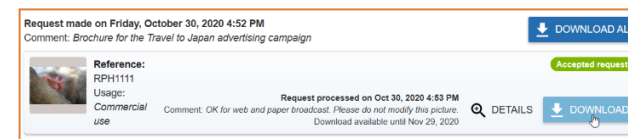3. In the new window, enter the use for which you are requesting the media file.

4. Click **Send**.

5. Once your request has been processed, you will receive an email entitled **"Your HD request"**, notifying you of the status of your request:

6. If the request has been accepted, click **See your request**.

7. Hover over the accepted request and click **Download All**.

8. Save the media file using your browser.

You will find your media file in your **Downloads** folder.

7 Organize your media

The Media Library lets you organize your media into selections. Your selections are private and make it possible to group the media you want to use into a project to find them more easily.

Create a selection of media

1. Click the **Selections** icon in the upper-right corner of the application to access the selections.

   This menu displays the public selections provided to you by the Administrators, and also your private selections.
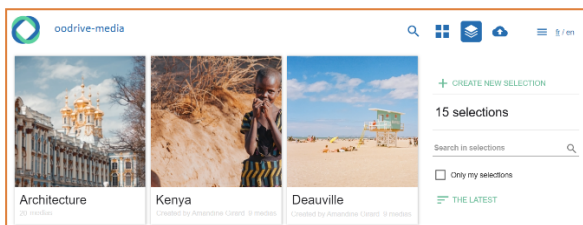

2. Click **+ Create new selection** in the side panel on the right.

3. Enter the title of the selection and add a description if you want to.

4. Click **Create**.

Once the selection has been created, you can access it by double- clicking on the corresponding tile in the selections menu.

Tip: Click the **Only my selections** option in the side panel on the right to only display selections that you have created.

Add media to a selection

1. Select your chosen media file(s).

2. In the side panel on the right, click **Show selections** to display the available selections.

3. Use the search bar to find an existing selection.

4. Click on a selection to add the media file(s). You can add a media file to as many selections as you want.
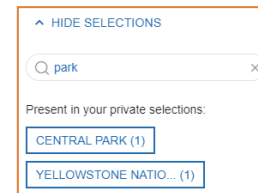
Modify media in a selection

1. In the **Selections** menu , click **Only my selections** in the side panel on the right.

2. Double-click on the selection of your choice to display the media.

3. Hover over the media file you want to manage and perform one of the following actions:

   - **To remove the media file from the selection**, click the ⊗ icon.

   - **To make the media file the thumbnail for the selection**, click the icon.
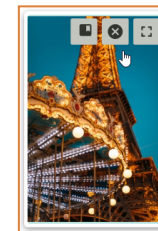
Tip: If your administrator allows it, you will be able to share your private selections. To create a sharing link, go to the selection of your choice and click the icon under the selection title.