



ISS TV - Your official, global, internal video platform

Uploading and publishing / unpublishing process

When you want to upload a video to ISS TV website, make sure you are on a steady internet connection. To secure the smoothest upload process, we recommend using the latest version of either Google Chrome or Mozilla Firefox, as they both support our HTML5 uploader and can handle big file sizes.

Solving browser issues

Some issues that you encounter with **tv.issworld.com** can be solved by changing your browser settings, refreshing the page, or clearing the browser cache and cookies.

Supported browsers: For optimal viewing and security, we recommend that you keep your browser up to date and use any of the latest versions of the following browsers – Chrome, Edge or Firefox, for best performance with **tv.issworld.com**.

A note about Internet Explorer: Due to browser incompatibility, some actions are not fully functional in Internet Explorer 11 or earlier.

Steps to Upload a Video

Step 1: To upload a video, simply click on the "Upload Video" button in the top right corner of the page.





Step 2: Either drag and drop files on the grey area on top of the screen or specify which files you wish to upload via the "select from your computer" link. The upload will begin.

Videos Live Editor Analytics Optimize Audience Social

Upload

Drop video files here to upload or [select from your computer](#)

Which video files can I upload?

TwentyThree accepts all common video formats in all resolutions. To get the best result, we recommend preparing clips in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s. [Read more](#)

Step 3: While it is being uploaded or after it is uploaded, please provide the video with a title, description and tags. The title must be short and must give an overview of what the video is about. Then, please ensure that you choose a category from the drop-down list of categories where it suits



best. **Please do not create any new categories without contacting Group Communications.** Lastly, provide relevant tags that make your video easily searchable.

Pro-tip: We have created a "Categories and tagging governance" document, which is available in the 'About' section of ISS TV. We would recommend that you refer this document, before you choose the category and add your tags.

Describe the video

Title:

Description:

Tags:

Category: Publish when ready



Step 4: Please make sure to include a brief description of the video in two or three lines, preferably, in English, for a higher engagement from our global community. This description is visible under the video and helps to provide a context for the viewer.

Drop video files here to upload or [select from your computer](#)

100 %



Describe the video

Title:
Platform Tour

Description:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer dapibus libero mollis mi auctor dictum. Aliquam erat volutpat. Suspendisse convallis quam vel nisi feugiat placerat vel tristique enim. Proin sodales urna nibh. Duis varius vehicula nisi ac facilisis. Nam in congue orci, venenatis varius libero.

Tags:
tag1 x tag2 x tag3 x

Category: Help Center Videos Publish when ready **Save**



Upload complete - [Go to video](#)
File name: welcome-to-twentythree-the-video-marketing-1-video.mp4
Size: 28.8 MB

Step 5: This is important. If your video is relevant to ALL employees at ISS and you would like your video to be visible on the video site to ALL employees at ISS, then check the box that says, 'Publish when ready'. Your video will then be visible to all viewers within ISS. Examples of such videos could be people related videos, customer testimonials, best practices, global concepts etc.

However, if you would NOT like your video to be visible on the video site for all but would still like to store the video here to embed the videos on your intranet sites, just make sure NOT TO SELECT the 'Publish when ready' checkbox. Unpublished videos can still be placed in a category and when embedded they will play just fine as well. Examples of this could be functional or department webinars, contract communication meant for a specific audience, local townhalls in local languages etc.



Drop video files here to upload or [select from your computer](#)

73 %



Describe the video

Title:
RichardSykes_video.mp4

Description:

Tags:

Category: (No categories) Publish when ready



73 % - [Cancel](#)
File name: RichardSykes_video.mp4
Size: 121.5 MB

Step 6: Lastly, remember to press the "Save" button for each video when you are done filling all the information. And voila, your video is now live!