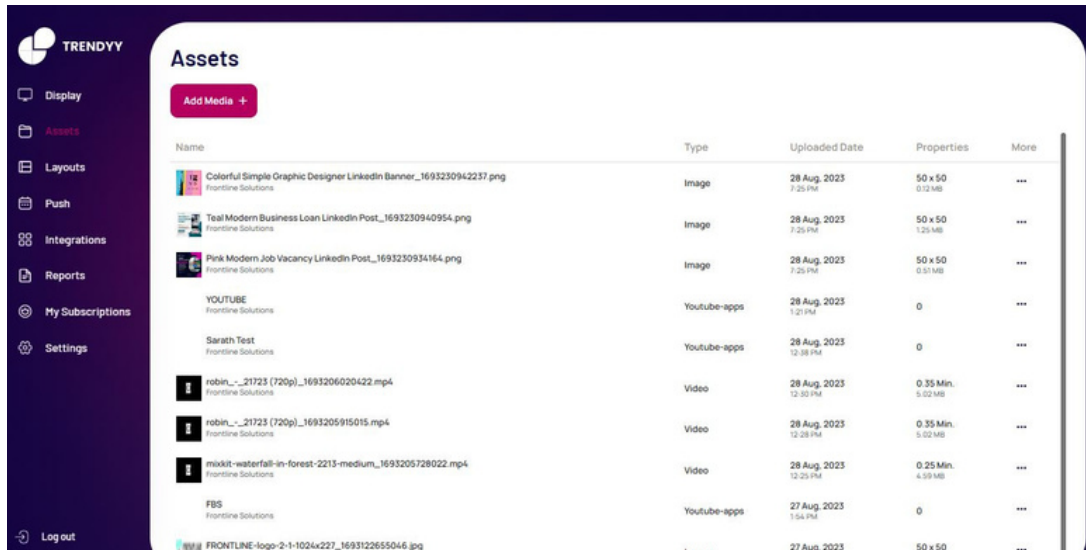
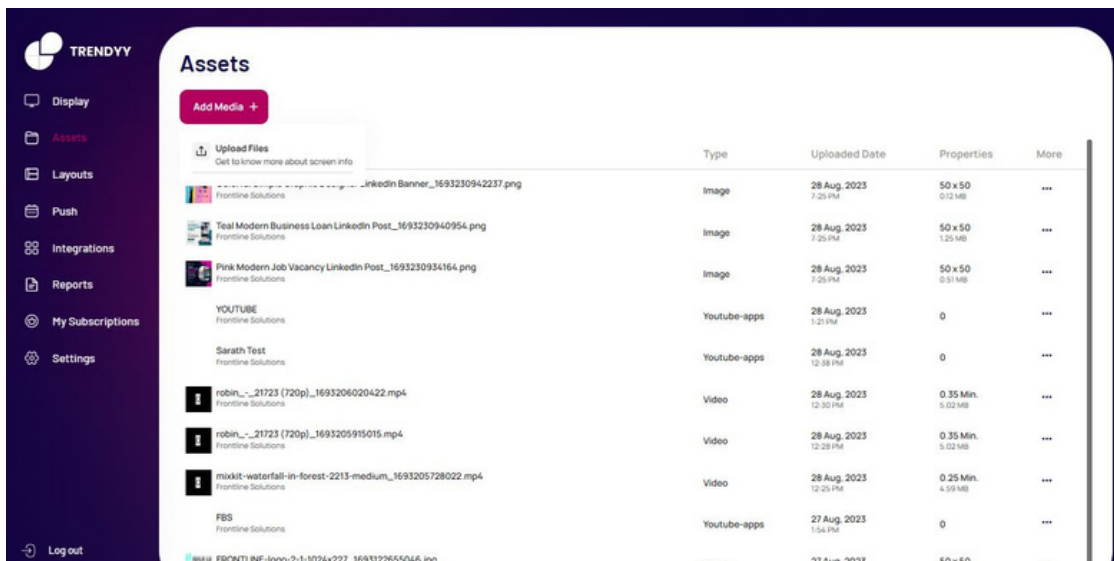


# How to add a media?

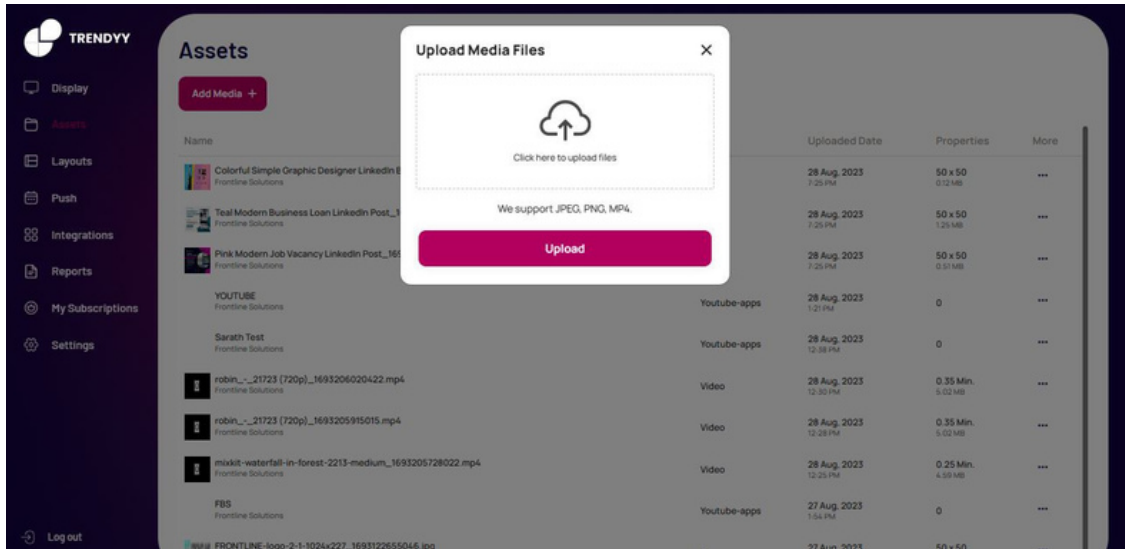
1. Go to [portal.trendysignage.com](https://portal.trendysignage.com) log in to your registered account to access the trendy dashboard.



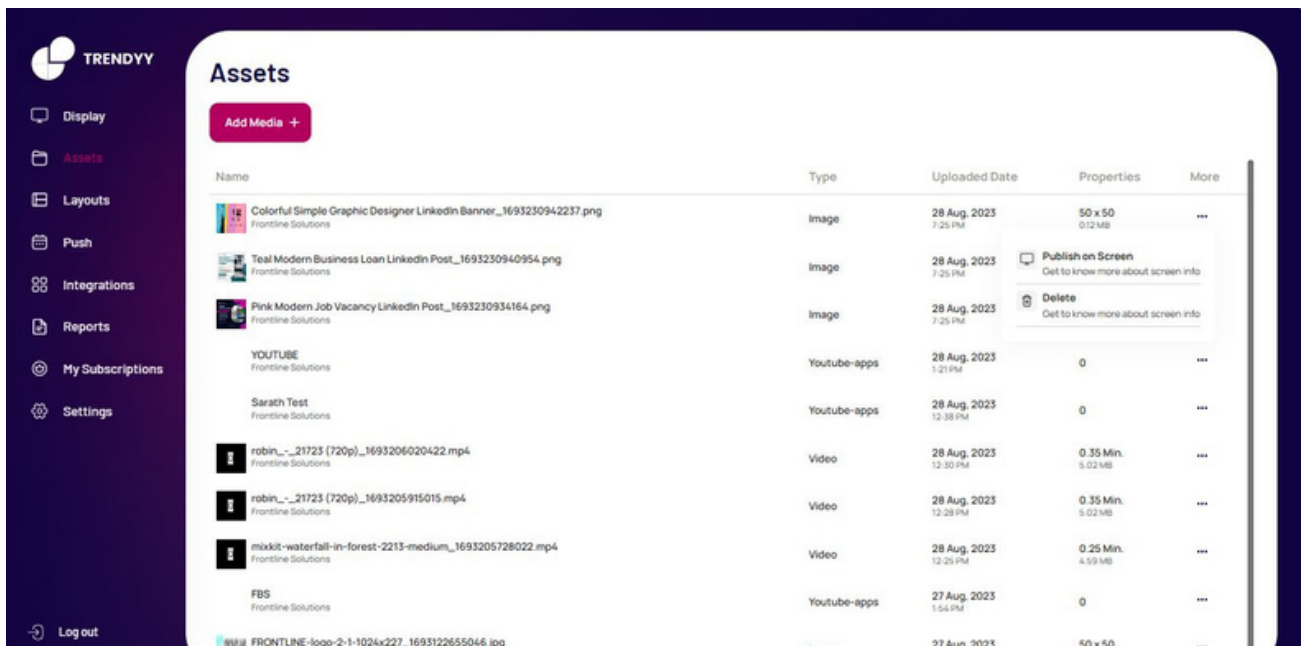
2. Click on the **asset** menu from left hand side and click on the **Add media +** button.



3. Click on the **Add media +** button from the left hand side and click on the **Upload Files** option..



4. Click on the “click here to upload files” and then select the media what you want to upload.



5. Click on the **more** button from the right hand side and click on the **publish screen** option..

**Note:** Immediately after publishing the screen, allow quick play if the video is only 10 minutes long.