

Uploading the Podcast via Cyberduck (Windows or macOS)

Cyberduck is a free cloud storage browser that can connect directly to Amazon S3. Download and install the latest version from <https://cyberduck.io/download/>.

Access the Amazon S3 Bucket

Launch Cyberduck

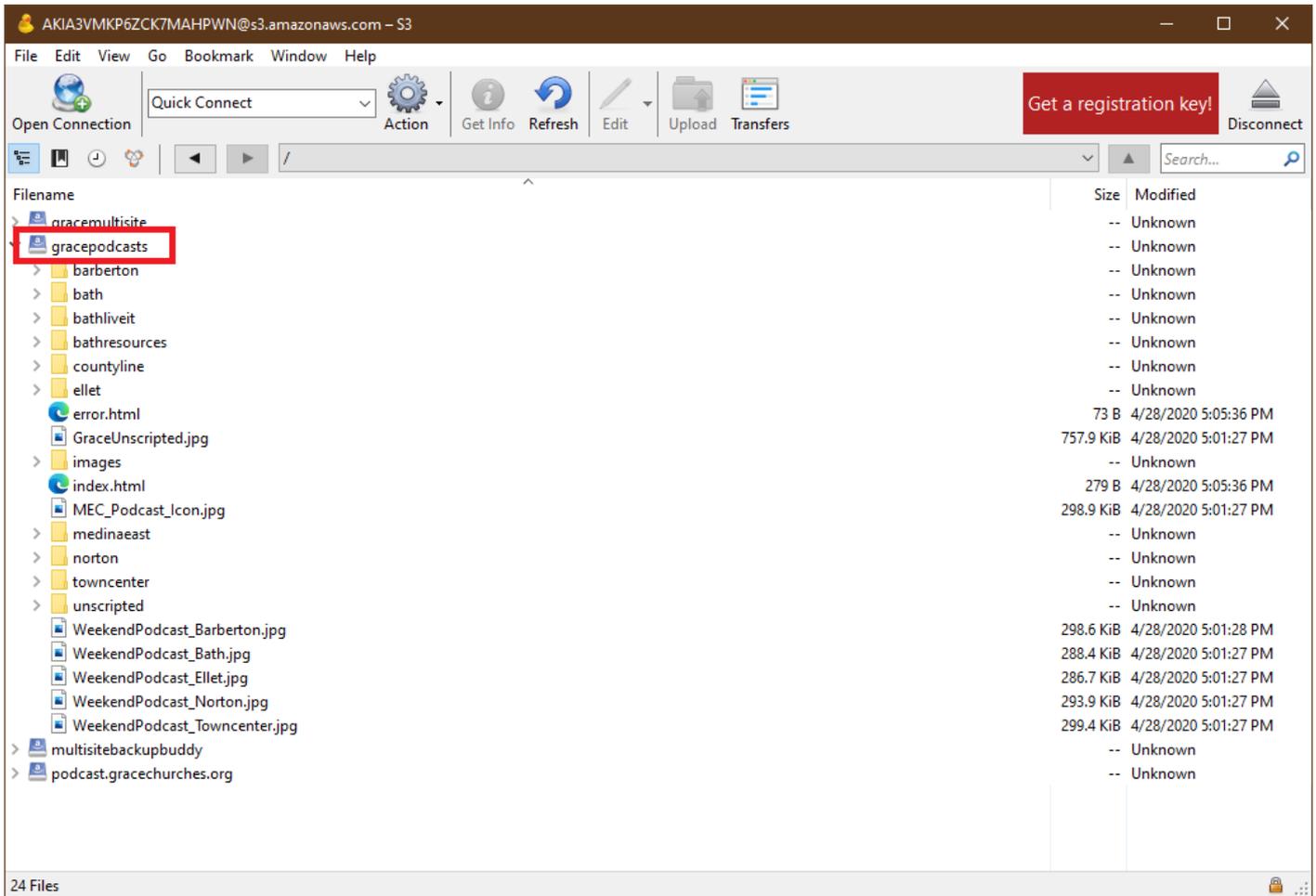
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1. Click "Open Connection"
2. In the Open Connection screen select "Amazon S3" from the drop down menu
3. Enter the "Access Key ID" provided by the IT Department
4. Enter the "Secret Access Key ID" provided by the IT Department

Click "Connect" and you'll be connected into Amazon S3.

Open the Folder named "gracepodcasts".

Drag & Drop your mp3 to the correct folder to upload it.



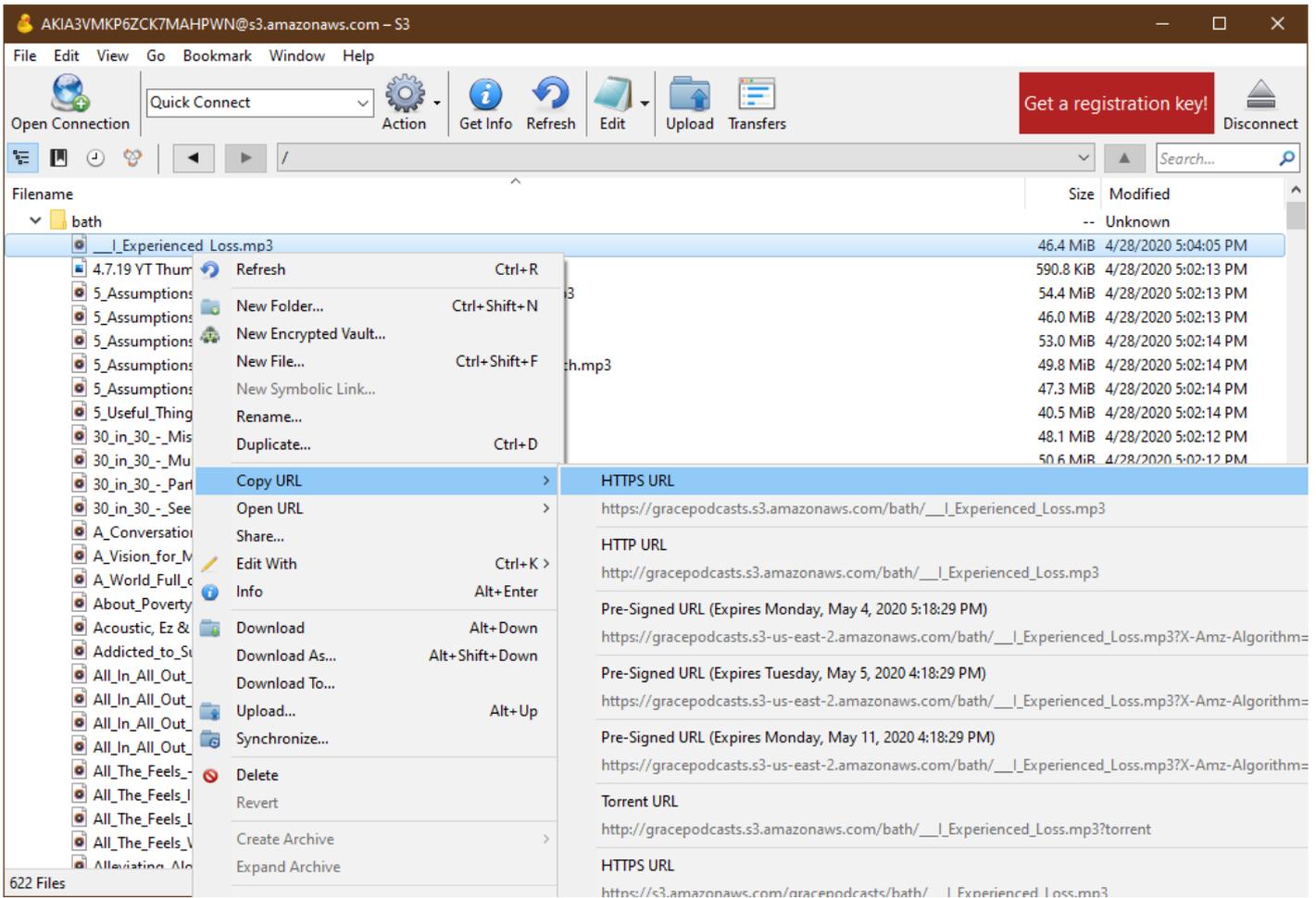
Copy the URL

You can easily copy out the URL of the podcast from CyberDuck for use in posting your podcast in either the app or podcast site.

1. Right-Click the item you want the URL of
2. Highlight "Copy URL"
3. Choose the first HTTPS URL option
 - All uploads will follow the format of

<https://gracepodcasts.s3.amazonaws.com/FolderName/FileName.mp3>

This is the URL you will use to publish the podcast



Revision #5

Created 11 November 2019 20:50:31 by Robert Bean

Updated 4 May 2020 20:25:53 by Robert Bean