UPLOADING VIDEOS TO YOUTUBE

You need to have a **Google account** in order to upload videos to YouTube.
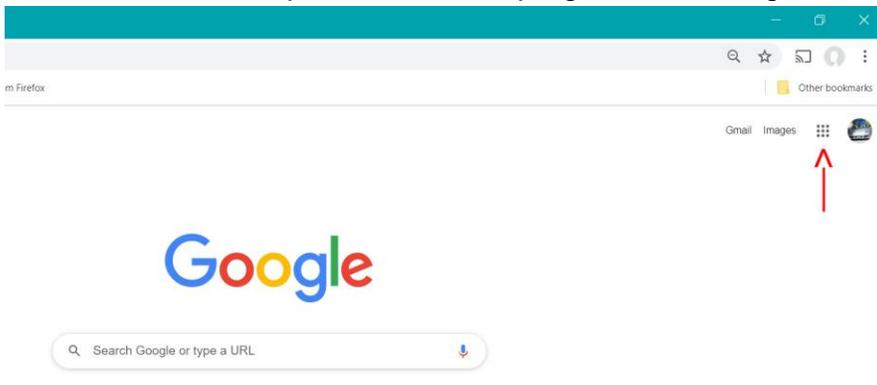Learn how to create a **Google account** here
https://support.google.com/accounts/answer/27441?hl=en
Currently (March 2021), maximum file size to upload is 15 minutes
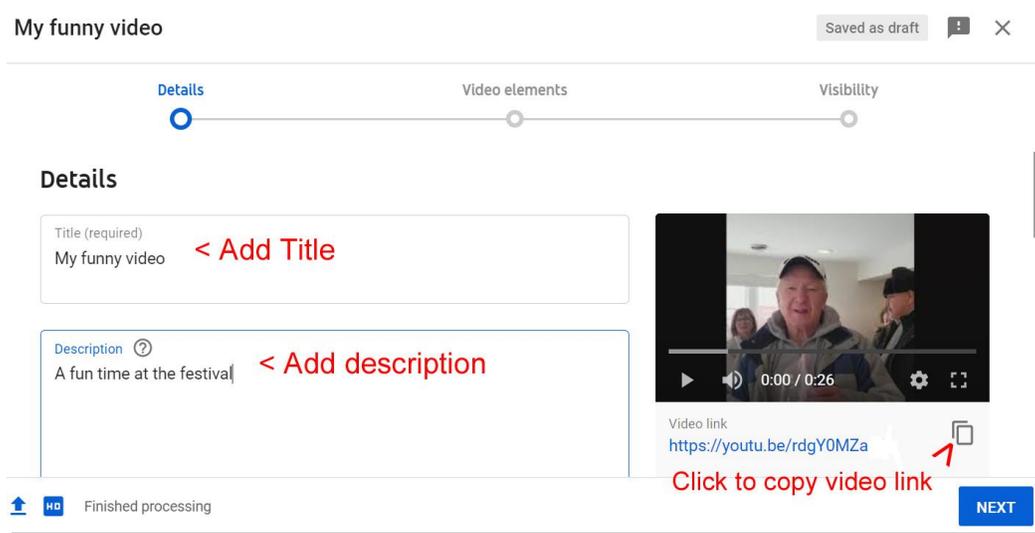With a verified Google account, max. file size is 128 GB or 12 hours.

1. In your browser, go to the Google homepage

2. Log into your Google account (if you're not already logged in)

3. Click on the 9 dot square near the top right of the Google homepage

4. On this new page, select and click on the YouTube icon ▶

5. On the YouTube page, click on the video camera icon 🎥 near the top right

6. In the dropdown menu, select **Upload video**

7. Click on the blue **SELECT FILES** button

8. In the next window, navigate to the folder where you have the video that you wish to upload

9. Select the video file and click the **Open** button
    The selected file will start to upload
    Upload time will depend on the length and quality of your video
    Upload progress will show up in the lower left corner
    Once upload is completed, Youtube still needs to process the video before it is ready to Publish.

10. In the new window, fill in the Title and Description of your video

11. Click on the copy button to copy the URL (Web link) for your video
(You can paste this into an email and send it to yourself so you can quickly find it in the future, or send a link to someone else)

12. Scroll down to select which Thumbnail video you wish to appear on the Youtube page. (3 thumbnails won't appear until video is finished uploading).

13. Playlists – you can make up categories and then click on the category into which this video best fits.

14. Scroll to **Audience** and select if this video was created for kids Yes / No

15. Under **Age restriction**, you can indicate if the video should be restricted to viewers over 18.

16. Click NEXT button where you can add elements (not really necessary)

17. Click **NEXT** button brings up the **Visibility** page where **you have to click** on one of the following the buttons
O Private (video will NOT be listed and only specific people you authorize will be able to view it.)
O Unlisted (the video will NOT be listed on the Youtube video page, but anyone who has a link will be able to view it.)
O Public (the video will be listed on the Youtube video pages and anyone will be able to view it.)

18. <u>**BEFORE YOU PUBLISH**</u> (Giving the go-ahead to put your video online)
Be sure to check the guidelines if any children appear in the video. This if for their protection – and yours, so you don't publish something that is illegal.

19. If everything is completed, you can click the **PUBLISH** button to finish putting your video online in Youtube.

TO EDIT ANY OF THE ABOVE INFORMATION
(Title, Description, Privacy etc)

1. Log into Google

2. Go to the Youtube page and click on **Your videos** (in the list on the left of the page)
This will bring up a list of your videos (the ones you have uploaded)

3. Click on the thumbnail of the video you wish to edit. This will bring up the page where you can change any information about your video.

4. When finished making changes, click on the blue SAVE button at the top right to save the changes on the website.