 Uploading a Video to YouTube

YouTube is a website that allows you to upload videos that can be shared publicly or privately. Whether you’re

announcing a new course or want to demonstrate instructional learning, this website is useful for distributing information via video at no cost. Once uploaded, videos can be shared through links or embedded into webpages. Follow the instructions in this job aid and you should be able to successfully upload a video to YouTube.

1. After creating a video and saving it, open a web browser; in the web bar, type <https://www.youtube.com> and press **Enter.**

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1. In the top right corner click the blue **Sign In** button



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1. You will need a YouTube account to upload your video. Please see the *How to Set Up a YouTube Account* job aid to assist you if needed. Enter your **Username** and **Password** and click the **Sign In** button. You can also choose to sign in with your **Google** account, click the **Google** button to sign in using Google.


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1. At the top right corner click the **Upload** button.



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1. The **Select Files To Upload** page will appear.



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1. Before uploading your video, select your privacy level. Use the red box below as a guide.
2. Click the downward facing arrow on the dropdown menu labeled **Unlisted**. Click on who you want to be able to view your video.



Choose **Public** if you:

* want anyone with Internet access to view your video.
* want your video to appear in any of YouTube's public spaces such as search results, your channel, or the browse page.
* do not want any limitations on number of users or who view your video.

Choose **Unlisted** if you:

* do not want your video to appear in any of YouTube's public spaces such as search results, your channel, or the browse page.
* only want people who have the video link to view it.
* do not want any limitations on number of users.
* want people with or without a YouTube account to view your video.

Choose **Private** if you:

* do not want your video to appear on your channel, in search results, or in playlists etc.
* want 50 or less other users with YouTube accounts to view the video.
* want only viewers you invite to view the video.

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1. You are now ready to upload your video. Click the **Select Files To Upload** arrow icon in the center of the screen.


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1. Select the video file from your computer by clicking on the file you want to upload (this screen shot is from a Mac your screen might look a bit different). Click the **Choose** button in the lower right corner (may be titled **Ok** depending on your computer).



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1. Your video will begin to upload.

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If you chose **Private** or **Unlisted** views, a blue rectangular button labeled **Done** will appear in the top right portion of your screen: have**:**



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If you chose **Public** views a blue rectangular button labeled **Publish** will appearat the top right of your screen:



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1. While the video is uploading, you can add a description of the video by clicking on the **Description** box and entering your description.
2. You can also add tags, which are key words people would use to search for your video by clicking on the **Tags** box and entering your text.



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1. Click the blue **Done** or **Publish** button in the right top corner of your screen.



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1. After you click the **Done** or **Publish** button, the screen below will appear. You can share your video through any of the **Social Media Options** by clicking on them. The **Social Media Options** are the small tiles with social media icons on them, hover over each tile using your mouse to view the full names.
2. Another option is to share your video by copying the website link. Highlight the link with your mouse, right click your mouse, select **Copy** and right click **Paste** where you want the link to show up. The link can be pasted into, emails, text of webpages or on social media sites. See the *Fifteen Ways to Share YouTube Videos* job aid formore options.



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1. You can add more videos by clicking the **Add More Videos** button in the bottom right corner of your screen and follow steps 11 -15 above.



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Congratulations! You have uploaded a video to YouTube! Be sure to check out all of the other YouTube job aids housed **here** on SharePoint.