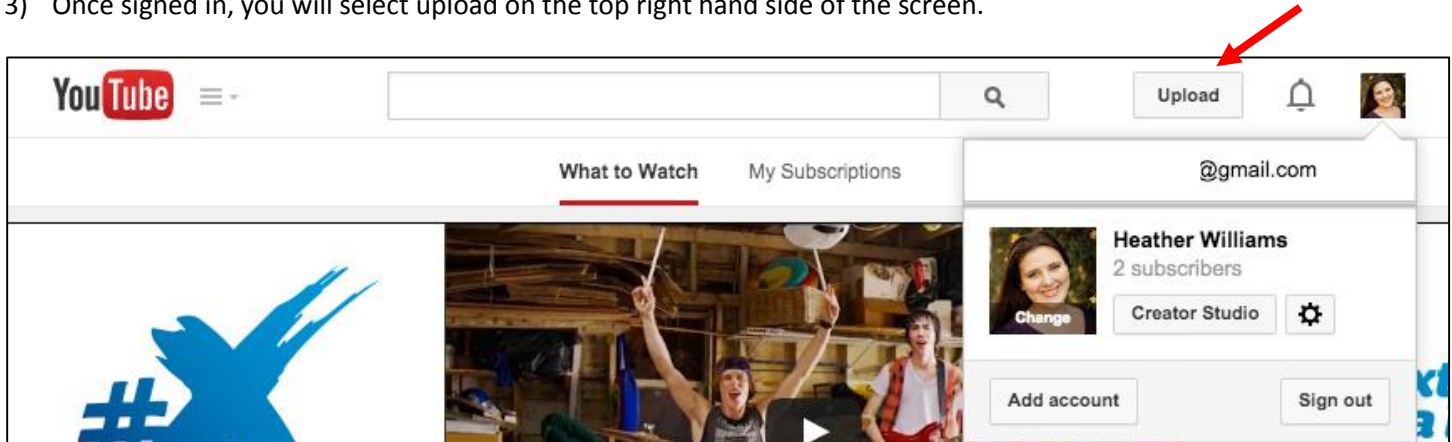
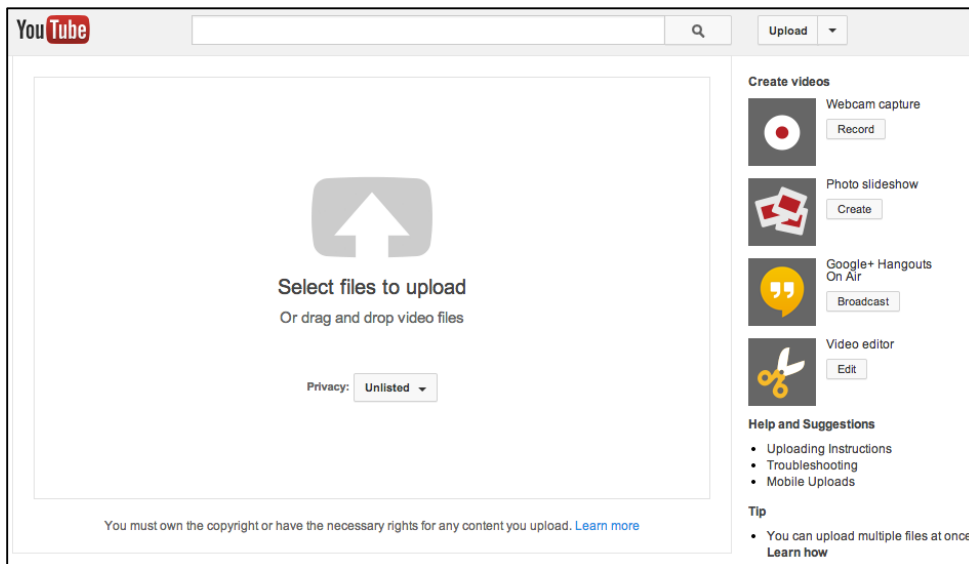


Adding Videos to YouTube

- 1) Go to <http://www.youtube.com> – If you don't already have a YouTube (or Google) account, create a free one.
- 2) Make sure you verify your account by visiting this link - <https://www.youtube.com/verify>. This will allow you to upload longer videos.
- 3) Once signed in, you will select upload on the top right hand side of the screen.

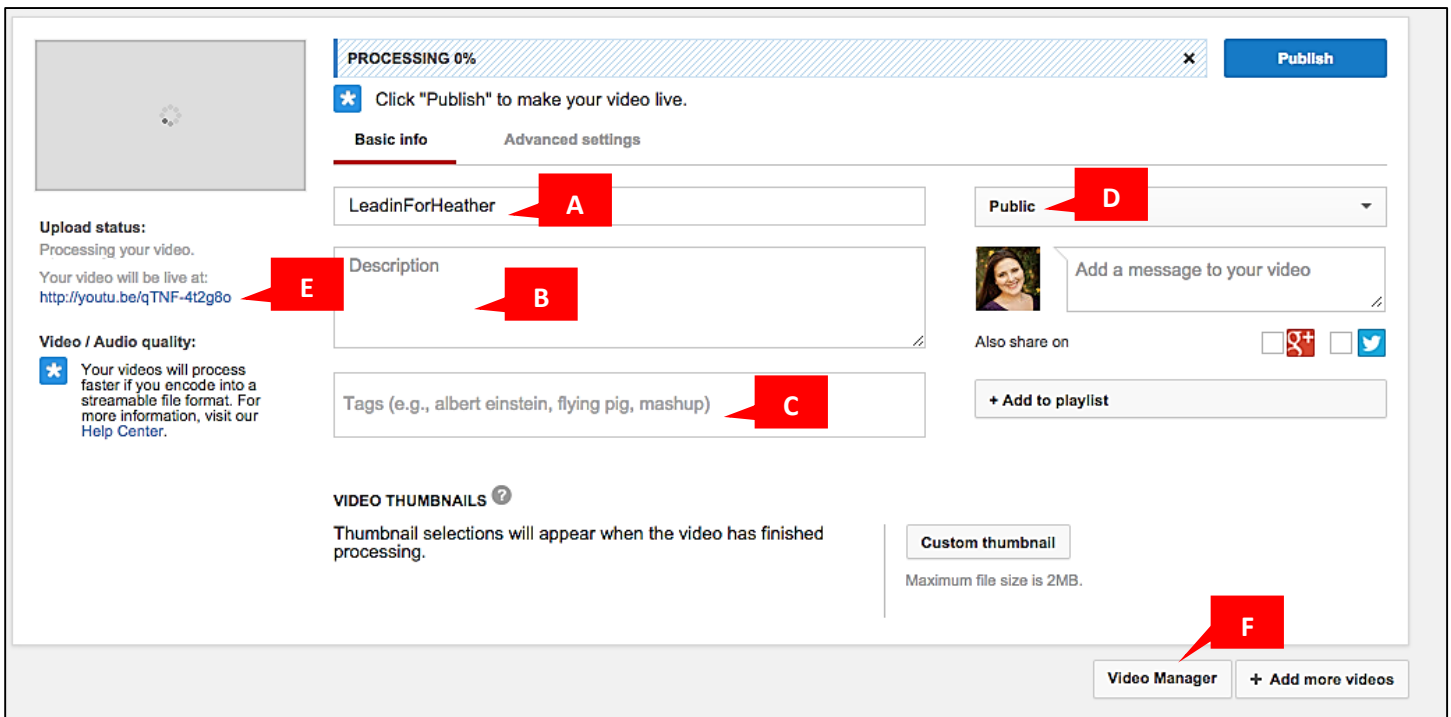


- 4) At this time you are able to browse to where your video is stored or “drag-and-drop” the file into the space holder.



- 5) Once your file has been selected, you will be provided a “working” page. This will show you the progress your file has made along with several other customized settings.
 - a. **Title** – This is where you will name your video (i.e.) CMST1100_HWilliams_Speech#1
 - b. **Description** – This is used if your professor requires you to describe what your speech is about or you may leave it blank.
 - c. **Tags** – Tags are used only if you plan to make your video public.
 - d. **Privacy Settings** – You can select to make your video public, unlisted, or private. If you plan to share your video with classmates and/or your professor but don't necessarily want the public to see, you will need to select unlisted. This way only people with the URL link can view your video.
 - e. **Hyperlink** – This is the link that will take viewers to your video.
 - f. **Video Manager** – View a complete list of videos that you have loaded.
- 6) Once your video has successfully loaded, you can return to the video manager (

7) Select the video's title to preview what your public and/or unlisted audience will see when viewing your video.



8) After opening your video from the URL (Letter E from the image above), you are able to check the settings of your video.

9) On this screen, you will have the video player screen along with the video details that you provided during the upload process.

10) If you need to access the URL, select "Share" located on the Video toolbar.

11) You will be presented with several options to share your YouTube video. If your instructor wants to view the video through YouTube, you will simply copy and paste the URL provided from the share screen.

