

HOW 2

YouTube – Upload Unlisted Videos

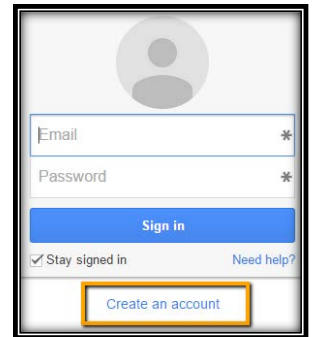
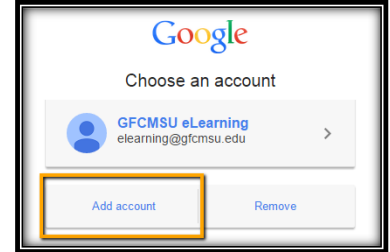
- Upload a video to a specific viewing audience.
- Easily share a video with prospective clients/colleagues/students.
- Embed a video in a website.

Note: YouTube no longer allows private channels. However, you can restrict access to individual videos in your channel by setting them as private.

Instructions

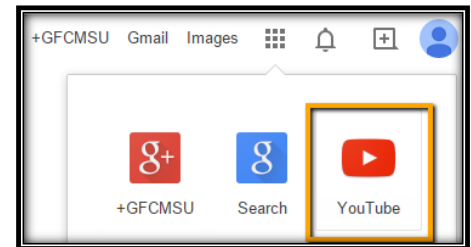
Creating a YouTube Account

- 1) Go to **YouTube.com** which is now part of Google.
 - a. If you have a Google account already, you can connect YouTube to your existing account.
 - b. If you do not have a Google account, or you do not want to use an existing account, click on **Add account**, then follow the on screen directions for creating your new account.

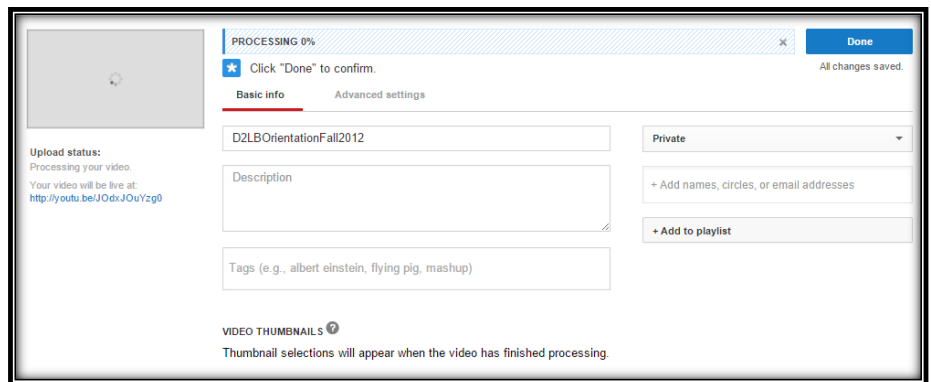


Uploading Videos to Your Channel

- 2) Sign into your Google account and go to YouTube.
- 3) Click on the Upload button to the right of the search window.
- 4) Select your file to upload. Once your file is selected, the uploading process will begin and the editing menu will appear.



- 5) Here you can enter a Title and Description for your video, set the video to be private, share the video with a group, add it to a playlist, add any tags, and once the video has completed uploading, you can select the thumbnail that will be visible.



- 6) Click Done when you are finished.

INSTRUCTIONS CONTINUE

406.771.5148 or 406.771.5155



elearning@gfcmsu.edu
January 16, 2015

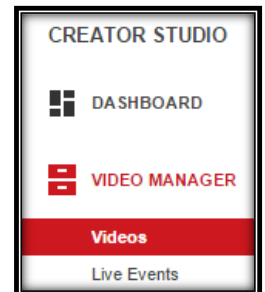


Manage Your YouTube Channel

- 7) From within YouTube, click on your Google account avatar in the upper right corner and then click on the Creator Studio button.

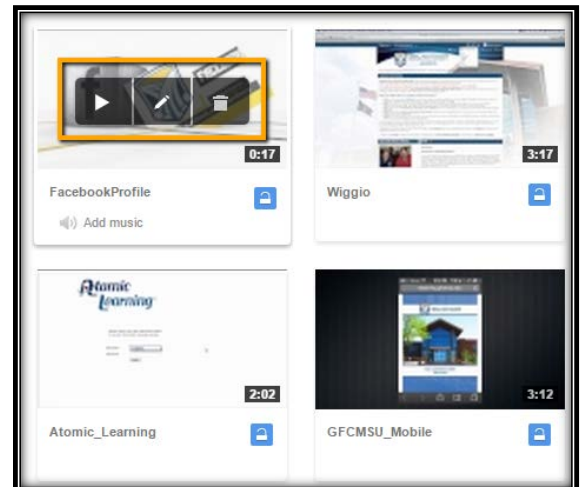


- 8) This will open your YouTube dashboard. On the left, click on the Video Manager drop down option and select Videos.



- 9) All of your videos in your channel are now visible.

- a. If you are in **Grid View**, you can hover over an individual video and then click on the pencil icon to update the settings for that video.



- b. If you are in **List View**, you can update settings to multiple videos at once by checking the box in front of each item and then clicking on the **Actions** dropdown menu.

