



IT Support Guides

You will need to login to your YouTube account to upload a video. Please sign using a Gmail or existing account.

Create a new Google Account

Click [here](#) to create a new Google Account:

1. Go to the Google Account sign in page.
2. Click Create account.
3. Enter your name.
4. In the "Username" field, enter a username.
5. Enter and confirm your password.
6. Click Next.
7. Optional: Add and verify a phone number for your account.
8. Click Next.

Use an existing email address

1. Go to the Google Account Sign-In page.
2. Click Create account.
3. Enter your name.
4. Click Use my current email address instead.
5. Enter your current email address.
6. Click Next.
7. Verify your email address with the code sent to your existing email.
8. Click Verify.

Step 2: Protect your account with recovery info

If you forget your password or someone is using your account without your permission, updated recovery info makes it much more likely you'll get your account back.

Add a recovery phone number

Add a recovery email address



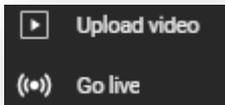
Upload a Video to YouTube

Open <https://www.youtube.com/> and sign with your google account.

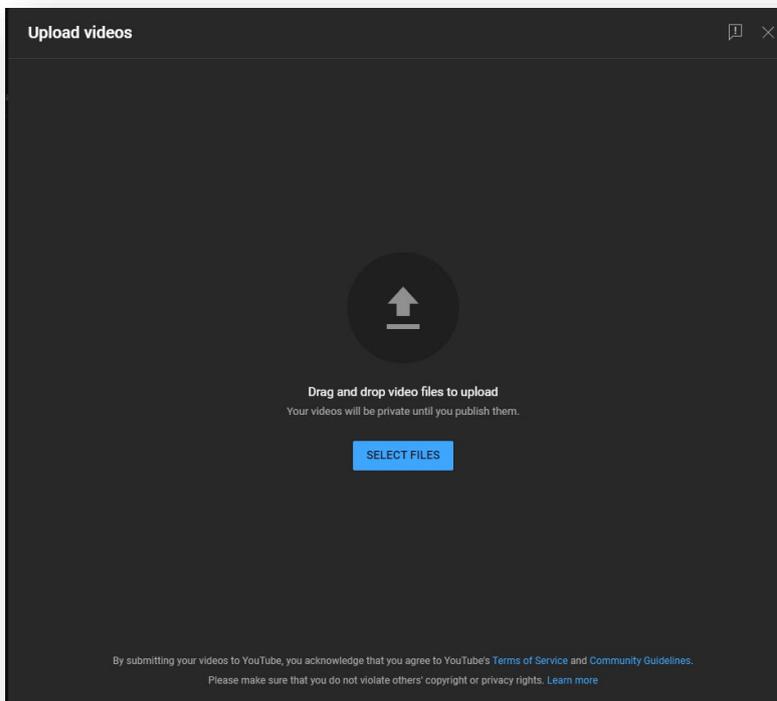
Click on the + Icon in the top right corner



From sub menu click on **upload video**



Click **Select Files** button or **drag** the video over to this part screen to upload a video





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Now enter details about video in the **Title page** and **Description** boxes

Now Select a **thumbnail** from the list

My First Video Saved as private

Details Video elements Checks Visibility

Details REUSE DETAILS

Title (required) ?
My First Video

Description ?
My very first ever video about my channel!

Thumbnail
Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. [Learn more](#)

Upload thumbnail

Playlists
Add your video to one or more playlists. Playlists can help viewers to discover your content faster. [Learn more](#)

Select

Video link
<https://youtu.be/Aa-MHz0IFU8>

Filename
My First Video.mp4

Checks complete. No issues found. **NEXT**

Click **copy link button** and email and paste the copied link into an email. Please send the email to: h.richardson@shenfield.essex.sch.uk

Windows PC: (Paste = press Ctrl key & V key on the keyboard) **Mac:** Paste = press Command key & V key on the keyboard **Mobile\Tablet:** hold finger down and select paste.

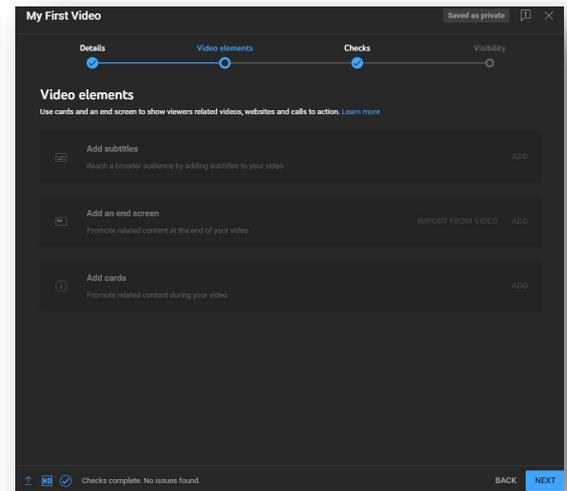
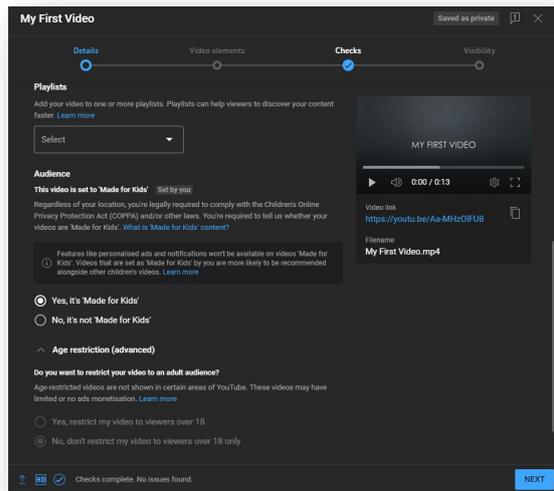


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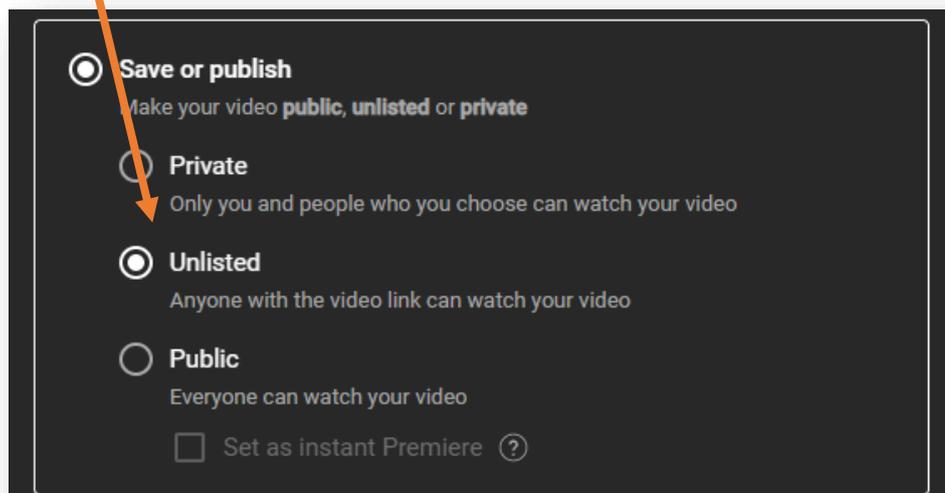
Click **Next**

Click **Yes It's Made for Kids**

Now Click **Next button** on this and next video checks screens:



Select **Unlisted** from the Save and Publish box



Now click **Save**