

Potsdam Public Library

Digital Literacy Services

Basic YouTube

Uploading videos

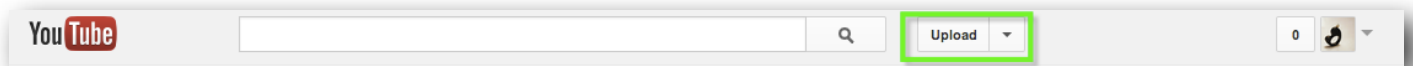
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Uploading a Video to YouTube

Uploading

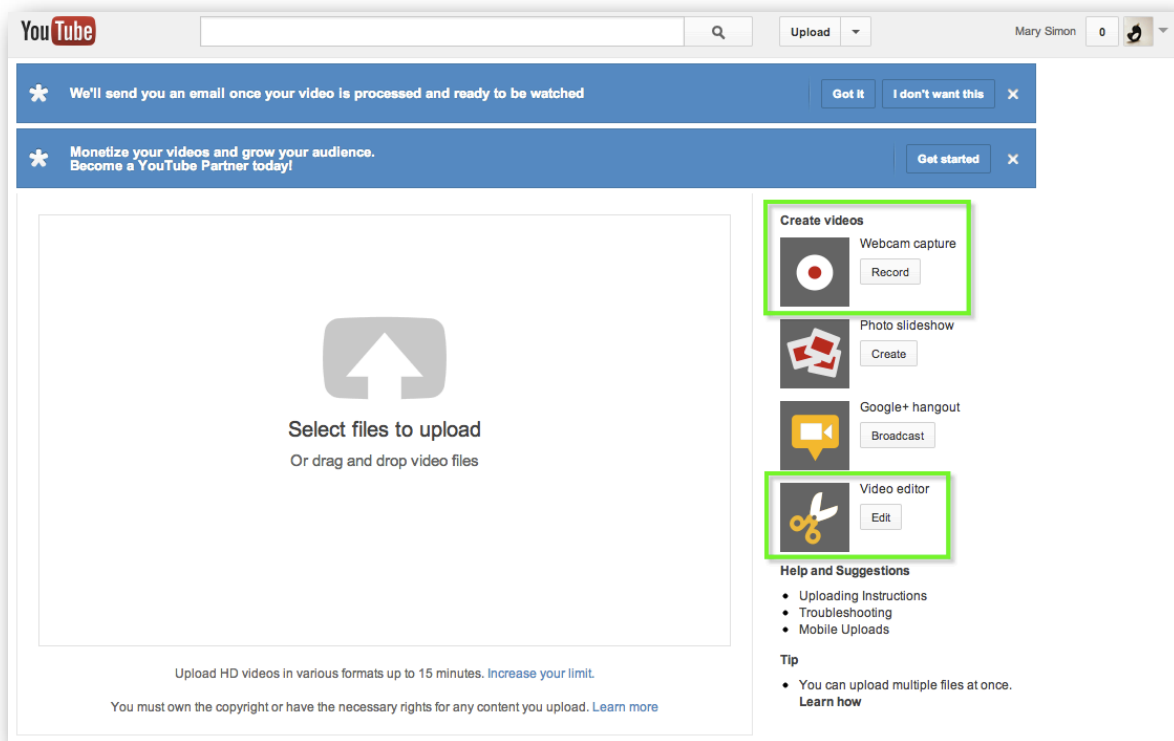
In order to upload a YouTube video, you must first have a YouTube account. Once you have an account, uploading is easy.

1. Select the **Upload** button at the top-right corner of your **YouTube Homepage**.



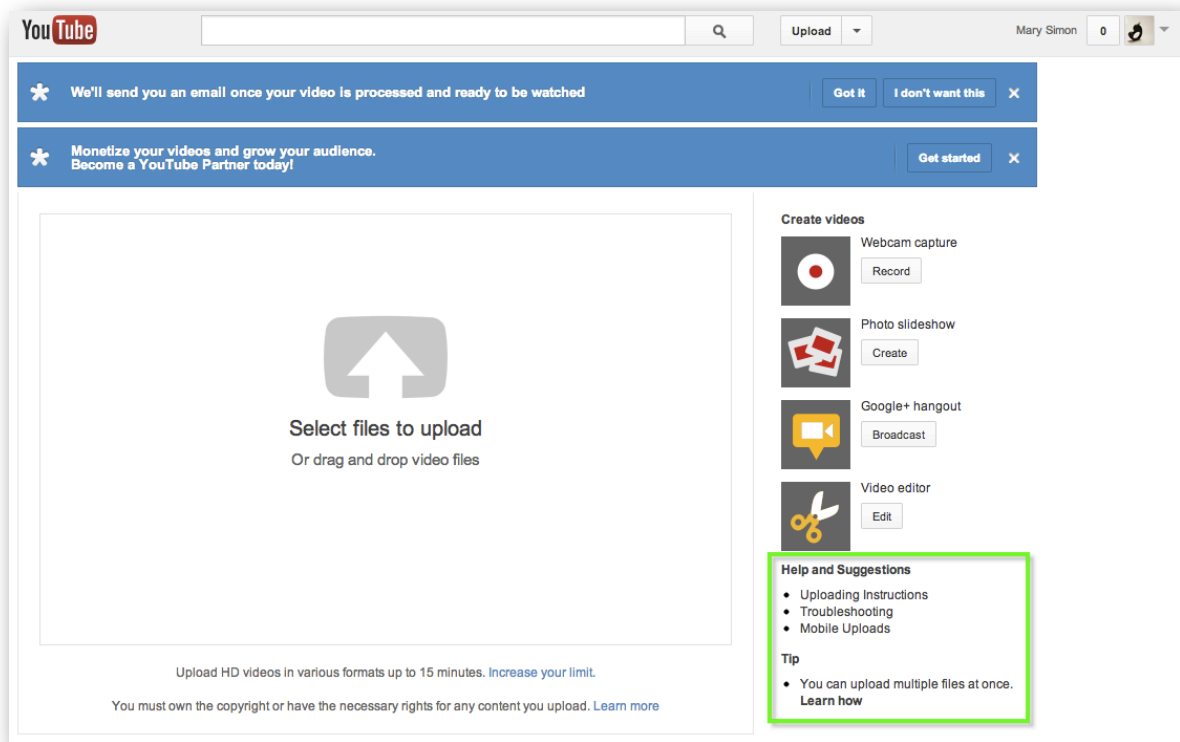
Upload Button

On the Upload page, you will see various options, including **Webcam capture**, which will record a video from your webcam, and **Video editor**. We will discuss simple video editing later in this handout.



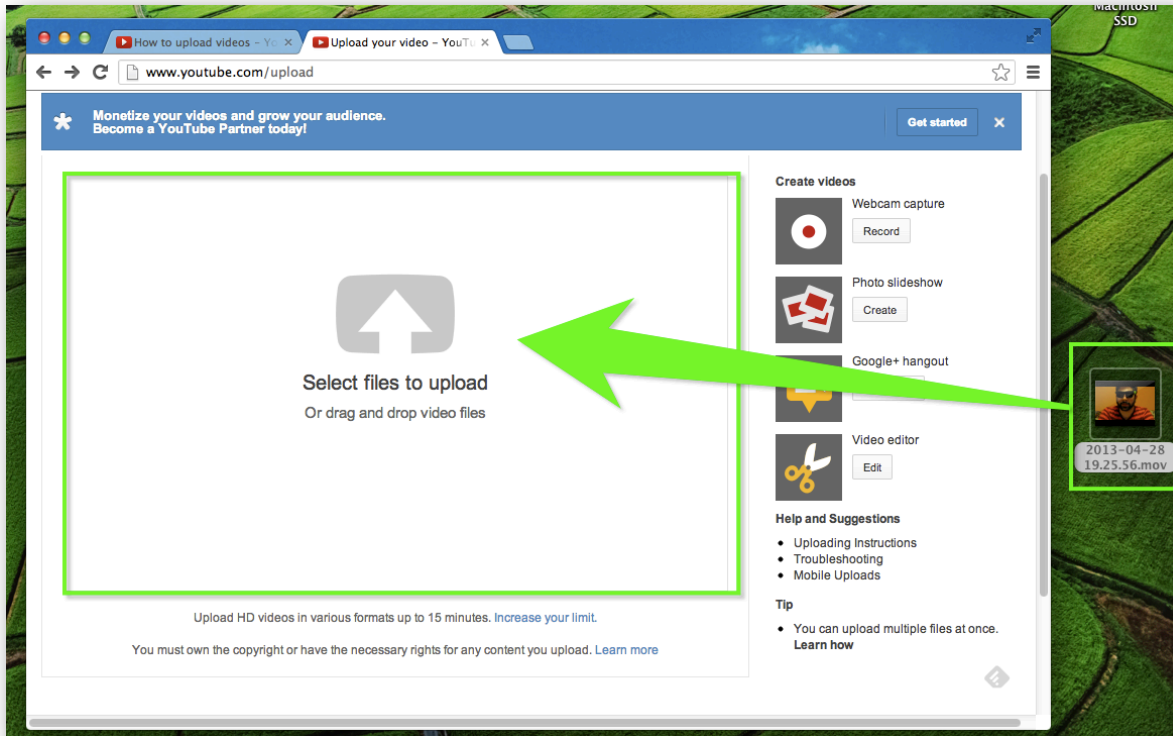
Webcam Capture and Video Editor

You will also see **Help and Suggestions** and **Tip** in the lower right hand corner. These are links to help you with **Uploading Instructions**, **Troubleshooting**, and **Mobile Uploads**.



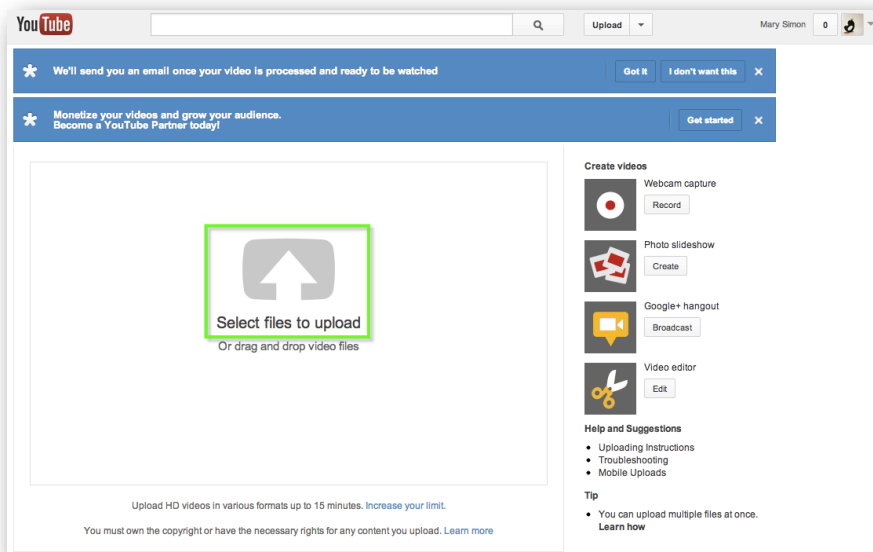
Help and Suggestions and Tip Help Files

2. Select the video you would like to upload from your computer. You can then **drag and drop** the video file into the **upload box** on the **upload page**.

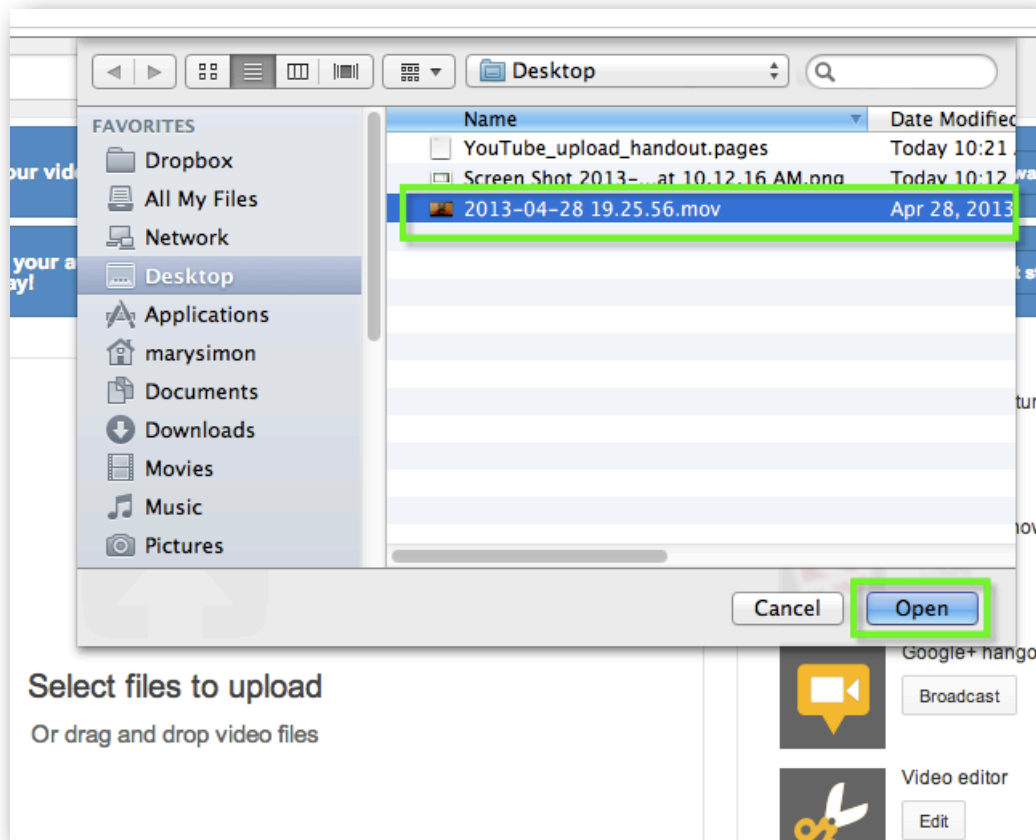


Dragging and Dropping Video File onto YouTube Upload Page

You can also select files to upload by clicking the **Select files to upload** link, or the **arrow** button.

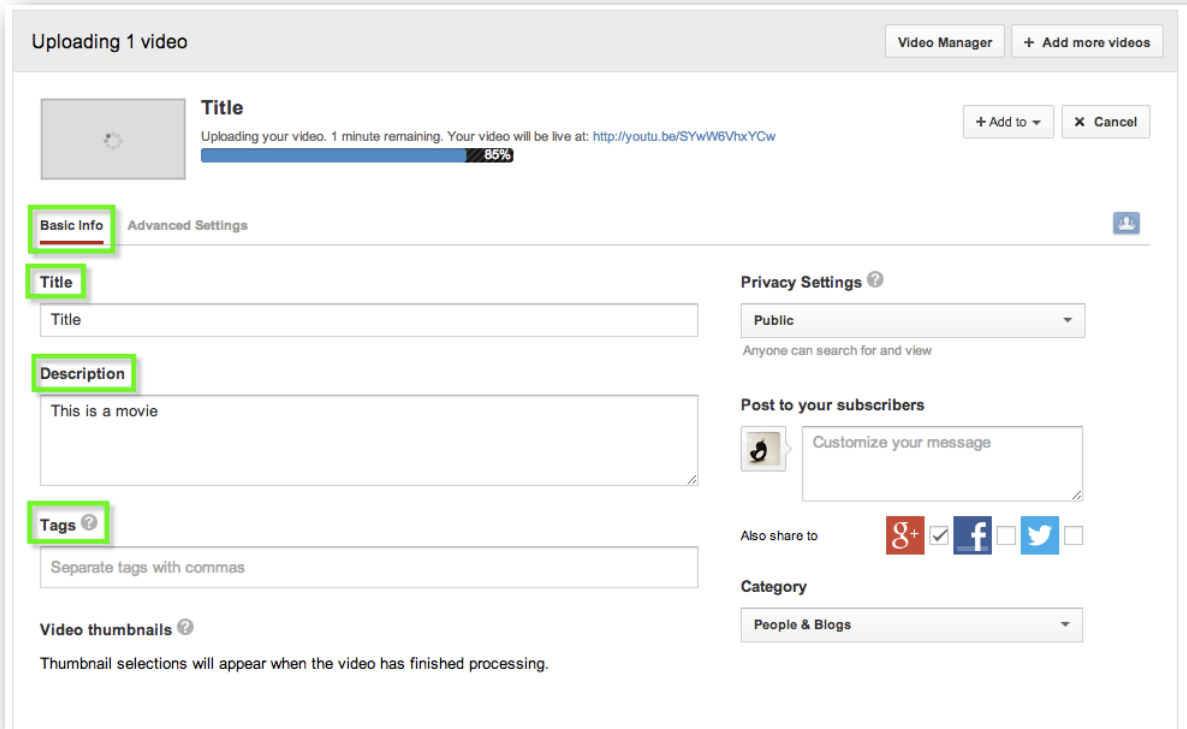


You will now see a drop-down menu showing your files. Select the video, then press **Open**.



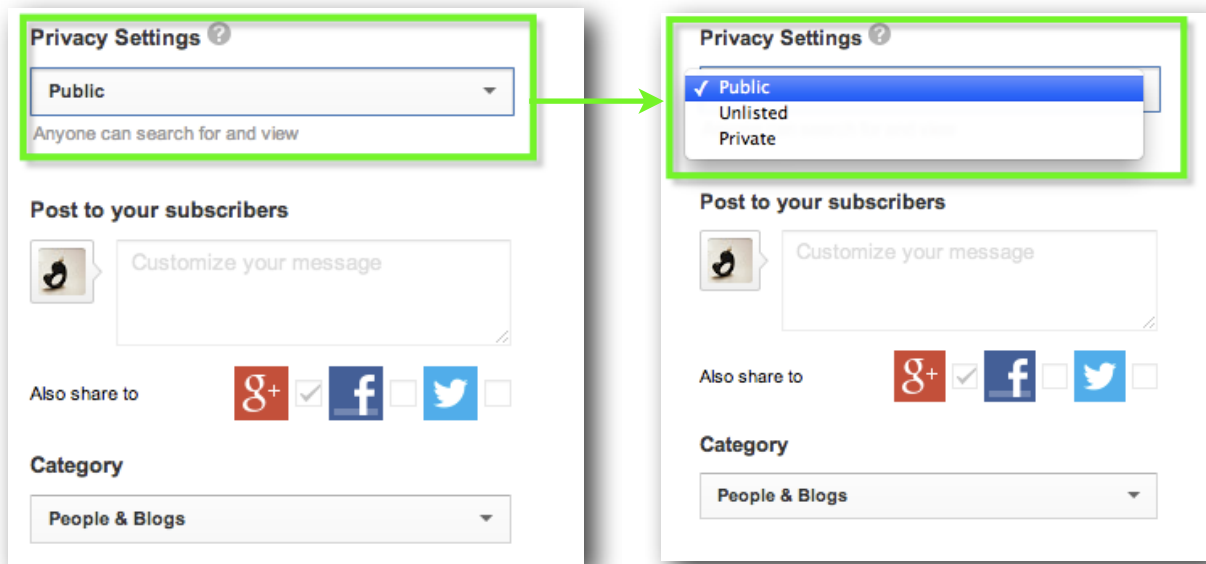
Selecting Video File

3. Now you will see the video being uploaded. Here, you can edit the video's **Basic Info** (title, description, tags) while the video is uploading.



Basic Info

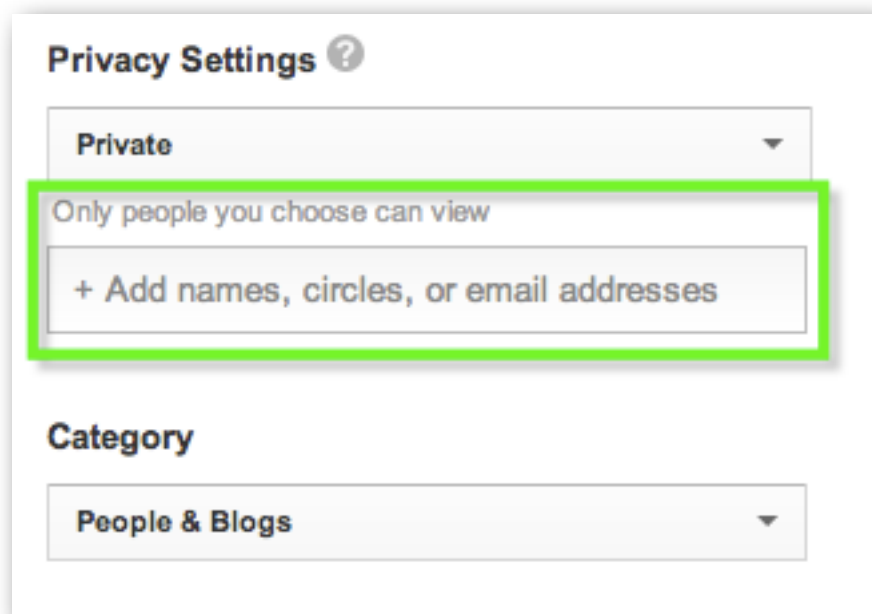
4. From here, you can also set your video's **Privacy Settings**.



Private Videos

A private video can only be seen by **you** and up to **50 other people who you invite** to view the video. The video won't appear on your channel, search results, or playlists.

When you set your video to "Private", you'll see a field under the "Privacy Settings" drop-down menu where you can add the YouTube usernames or email addresses of the people you'd like to share the video with. Note that they'll need to have a YouTube account in order to see the video.



The image shows a screenshot of the YouTube Privacy Settings interface. At the top, the title "Privacy Settings" is followed by a question mark icon. Below this is a dropdown menu currently set to "Private". A green rectangular box highlights the text "Only people you choose can view" and a button labeled "+ Add names, circles, or email addresses" located directly beneath the dropdown. Below the highlighted area, the "Category" section is visible, with a dropdown menu set to "People & Blogs".

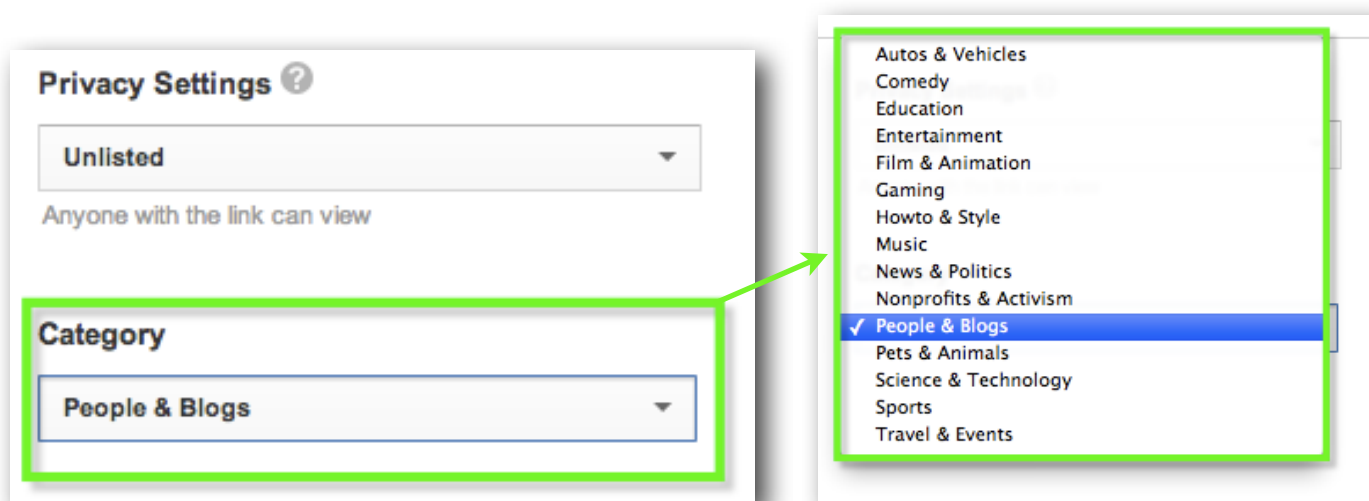
Unlisted Videos

Making a video unlisted means that **only people who have the link** to the video can view it. Unlisted videos won't appear in any of YouTube's public spaces, like your channel, search results, or the homepage.

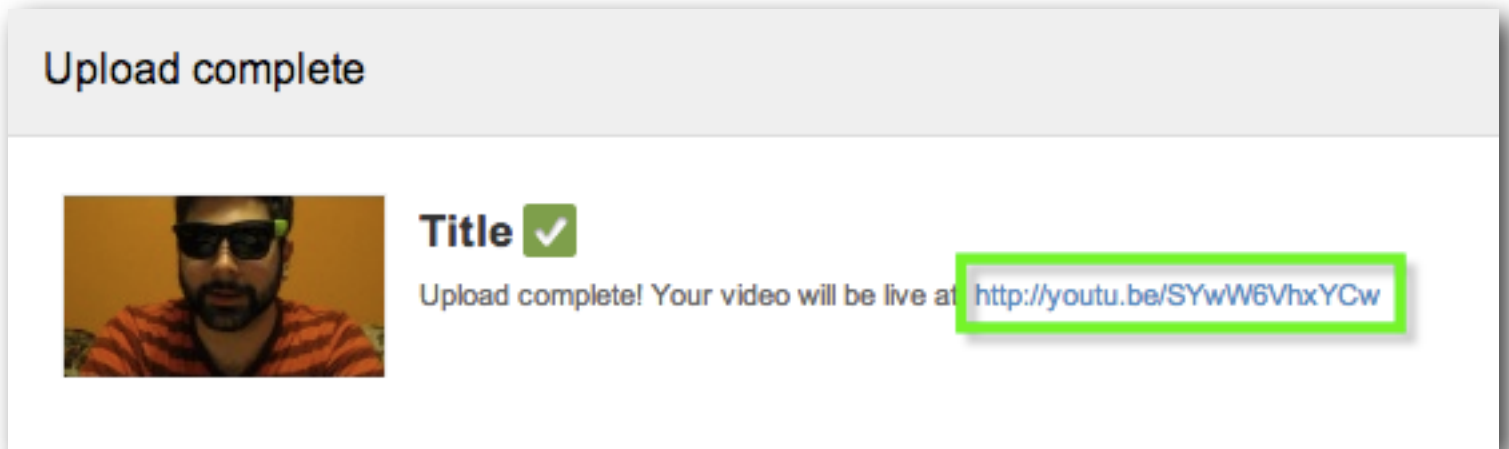
You and anyone you've shared an unlisted video with can still share the video in a post or a playlist. This could make the video visible on other parts of the site. However, your video could appear elsewhere on the web if anyone who knows the video's link shares it. For example, more people can see the video if somebody with whom you share the video goes on to share the video through an email or posts it on a blog.

To share an unlisted video, just **share the link** with the people who you'd like to have access to it, and they'll then be able to see it. The people you share the video with do not need to have a YouTube account to see the video, unlike private videos.

5. After you have selected your **privacy settings**, you may select a **category** for your video from the drop-down menu.

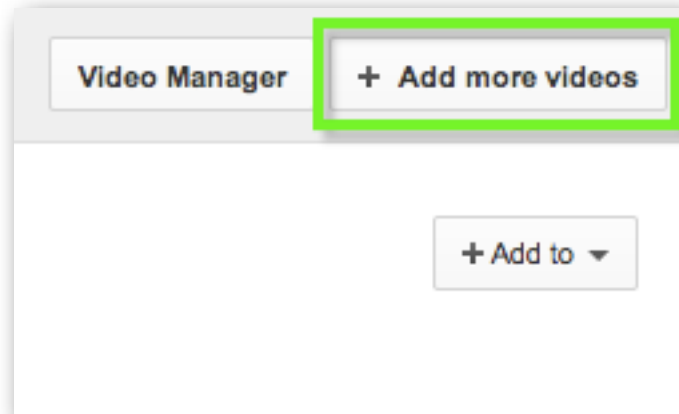


6. Once your upload is complete, you can view the video with the link provided.



Completed Upload and Link

If you would like to upload another video, click the **+ More Videos** button at the top-right corner of the window.

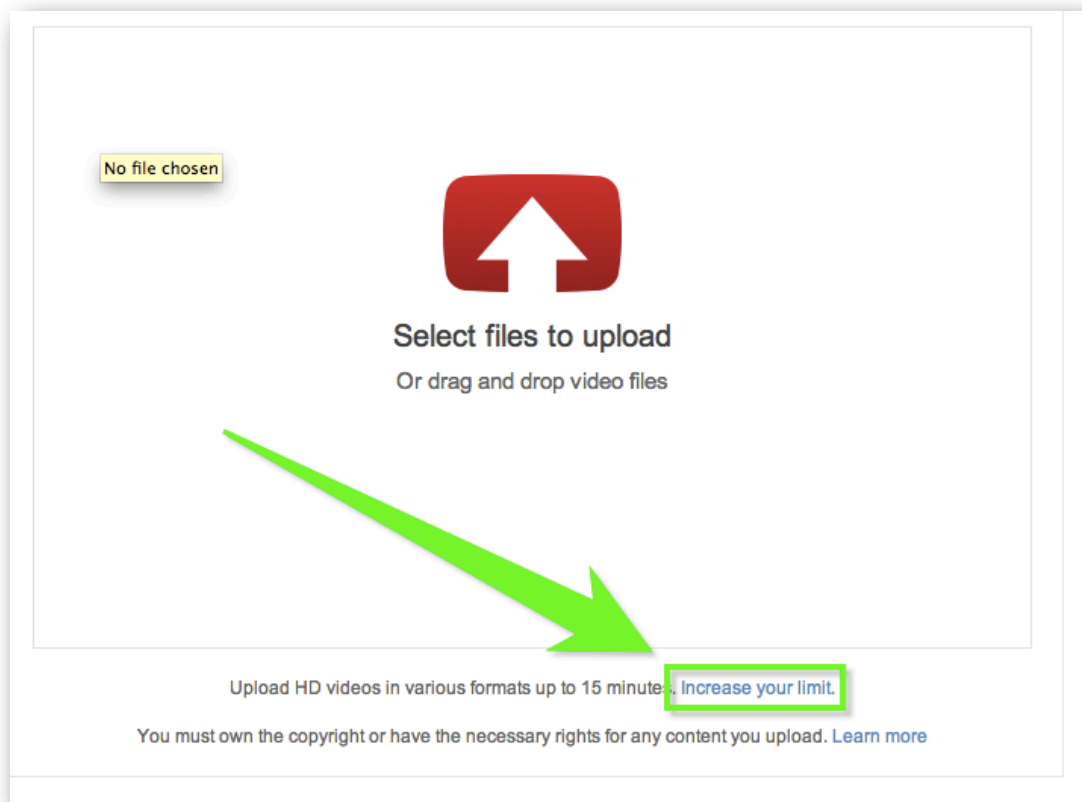


Add More Videos Button

Upload videos longer than 15 minutes

By default, you can upload videos that are up to 15 minutes long.

1. To upload longer videos, click the **Increase your limit** link towards the bottom of the **Upload page**.



Increase your limit link

2. Follow the steps to verify your account with a mobile phone. Currently, YouTube can't offer other ways to verify your account.

Verify Your YouTube Account

Account Verification (Step 1 of 2)

To enable additional features on your account, we require you to verify that your account is currently under your control by providing us your phone number. Please enter your phone number, and we'll either call you or send you a text message containing a verification code from Google. [Learn more](#)

VERIFICATION METHOD

Voice call SMS

SELECT YOUR COUNTRY

UNITED STATES ▼

ENTER YOUR PHONE NUMBER (NO DASHES OR OTHER SYMBOLS, PLEASE)

Important: Do not upload any movies, TV shows, music videos, music concerts, or commercials without permission unless they consist entirely of content you created yourself.

Once you've increased your limit, make sure you're using an up-to-date version of your browser so you can upload files greater than 20GB.

Supported YouTube File Formats

Be sure that you're using one of the following formats:

.MOV
.MPEG4
.AVI
.WMV
.MPEGPS
.FLV
.3GPP
WebM

