

Setting Up an “Unlisted” YouTube channel

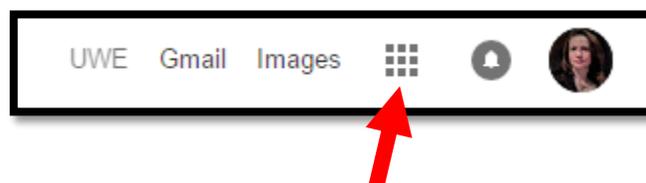
YouTube is owned by Google – you must have a Google account to create a YouTube channel.

If you do NOT have a Google account:

- Go to <http://accounts.google.com/signUpWithoutGmail>
- Create an account. **Note:** you do not need a Gmail address – you can use your work email “@uwyo.edu” to create a Google account. Enter it into the “Your email address” field.

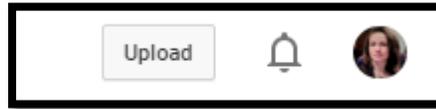
Once you have created a Google account and logged in, you will see several options including a grid in the upper right-hand corner.

- Click on the 3x3 grid to find a link to YouTube; or,
- Go to <http://www.youtube.com>

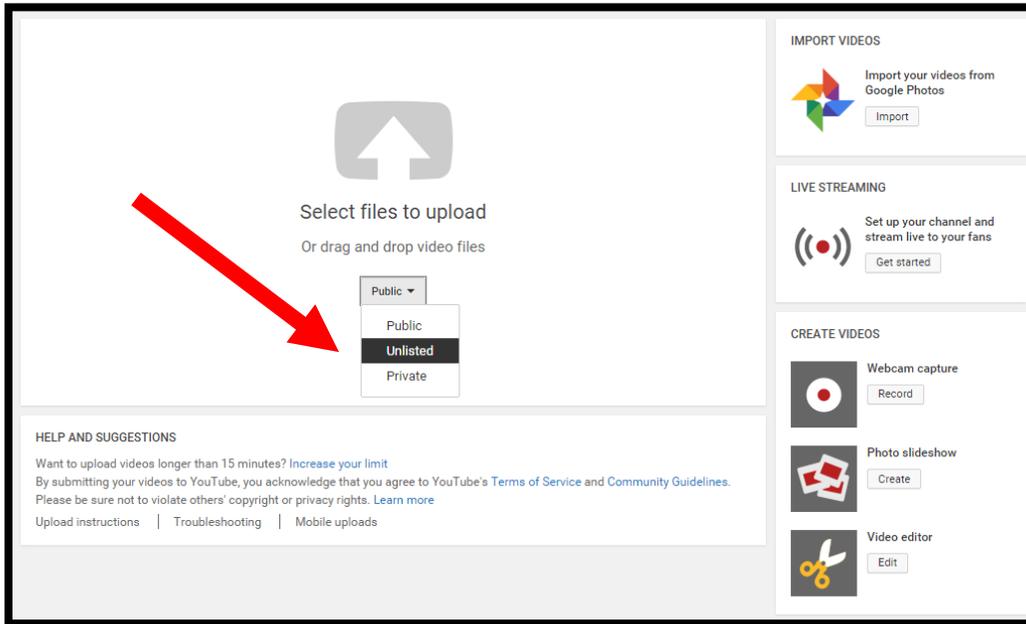


Once you have logged into YouTube

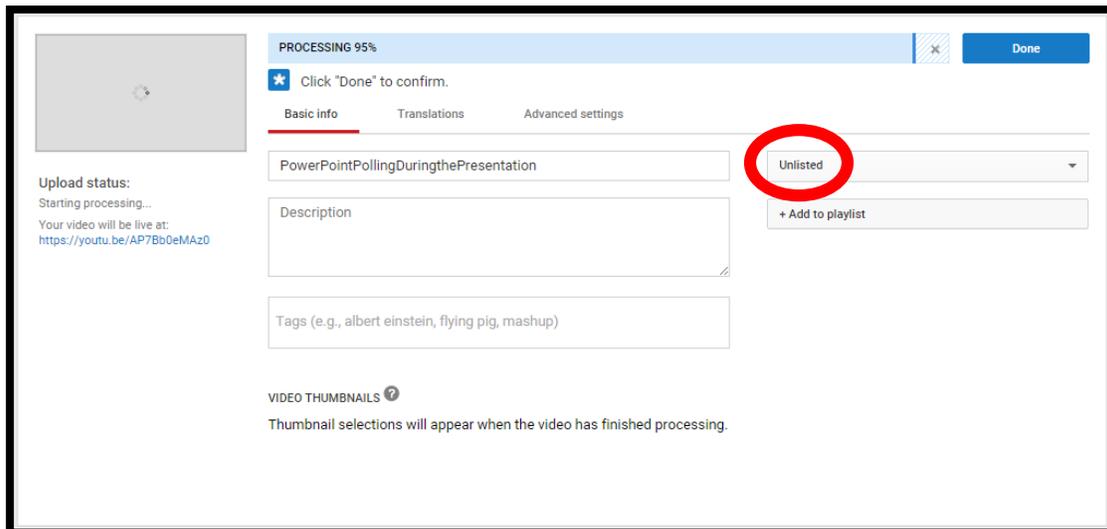
- To upload a video, click on the “Upload” button in the upper right-hand corner.



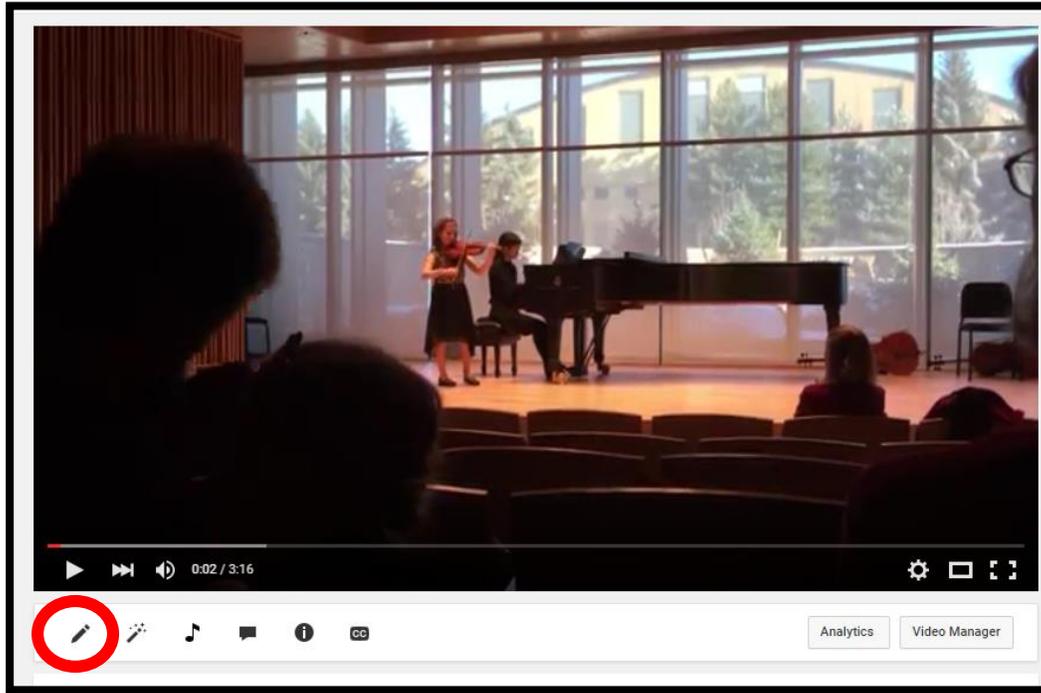
- When selecting a file, select “Unlisted” from the drop-down menu then click “Select files to upload”



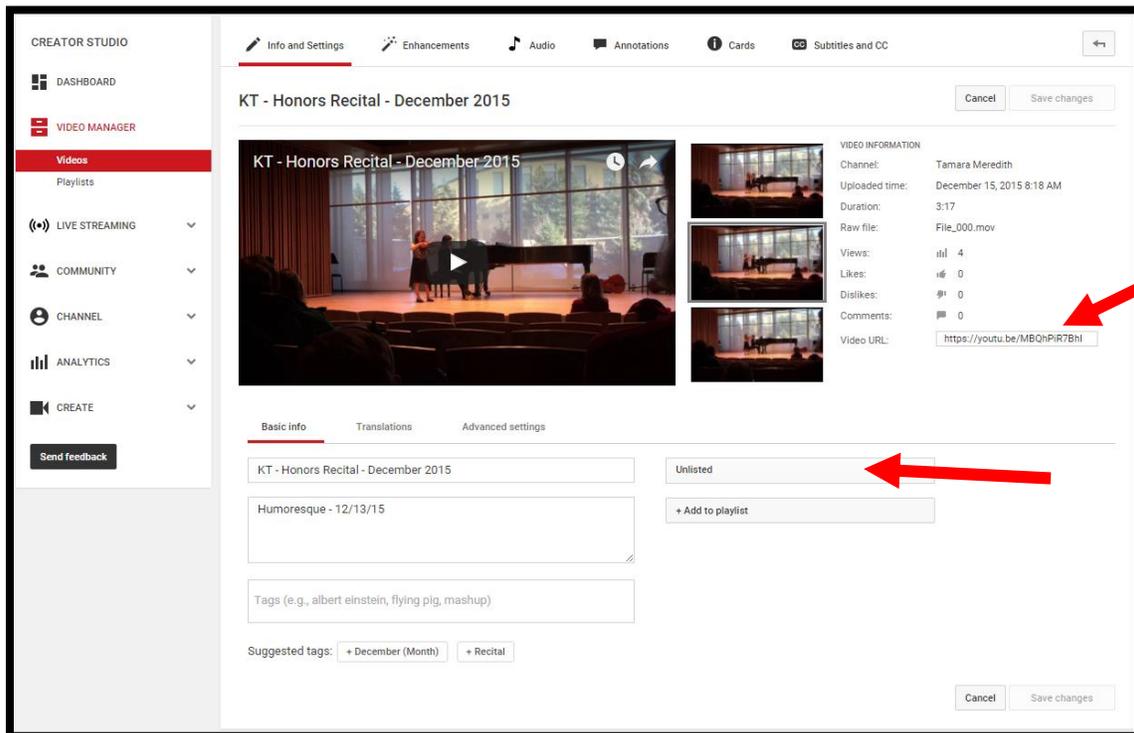
- While your video is uploading, you can give it a title, description, and confirm that it is “Unlisted”
- You can also share the video to specific emails from this screen – when video has uploaded, click “Done”



- To confirm that a video is “Unlisted” – click on the pencil (lower left) below the video

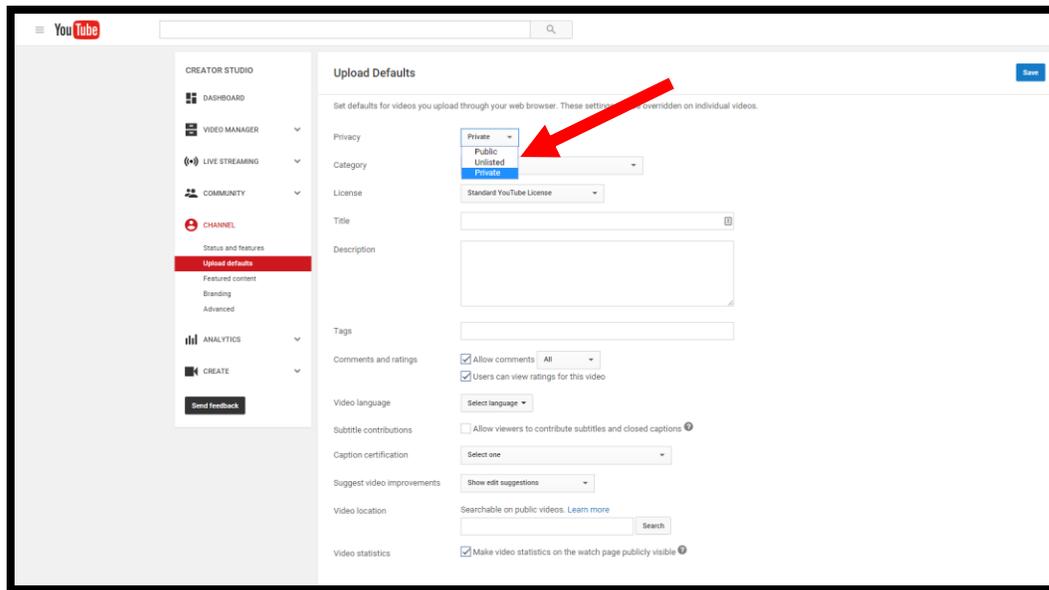


- From the Info and Settings page, you can confirm that a video is public/unlisted/private, add to/create a playlist, etc. You can also copy the video URL and email that directly to the people you wish to share the video with.



To set up your YouTube Channel so that ALL videos are automatically added as “Unlisted”

- Click on “Channel” in the left-hand menu
- Select “Upload defaults”
- Set your defaults – you can make all videos unlisted, turn off comments, etc.



Understanding the difference between Public, Unlisted, and Private videos:

- **Public** YouTube videos are viewable by anyone and can be found by keyword searching in YouTube or sharing a link/URL to the video
- **Unlisted** YouTube videos cannot be found by keyword searching in YouTube. However, anyone with a link/URL for the video can view it (can be emailed, texted, etc. without restriction).
- **Private** YouTube videos can only be viewed by individuals who have been added to a list attached to the video itself. The YouTube channel owner must add these viewers individually to each Private video. If someone attempts to view a Private video and has not been added to a list of permitted viewers, they will see the following:

