

## 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.

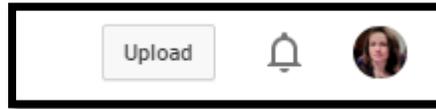
Once you have created a Google account and logged in, you will see several options including a grid in the upper right-hand corner.

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

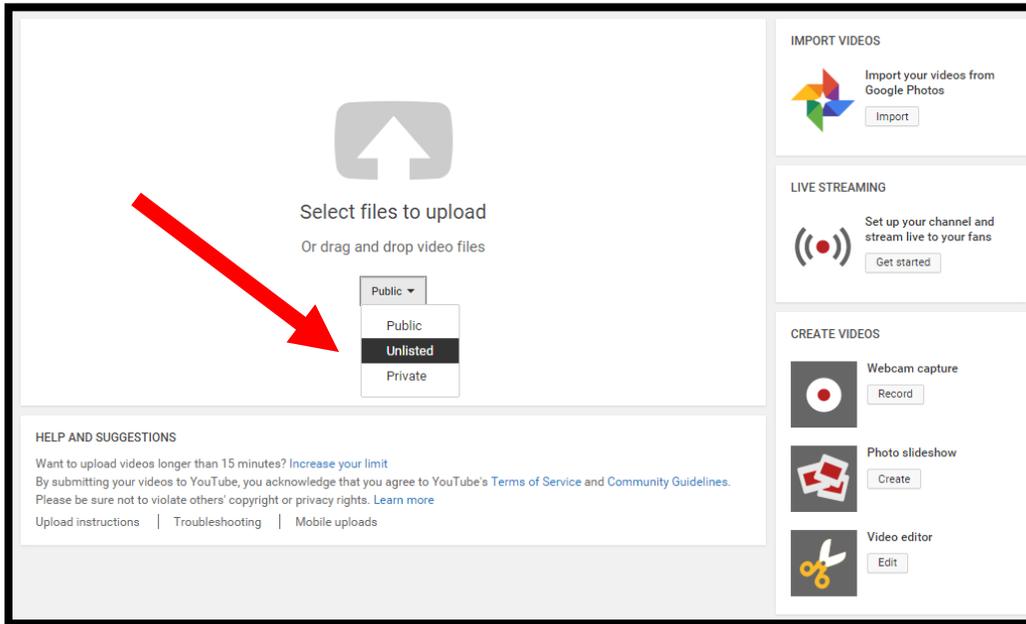


**Once you have logged into YouTube**

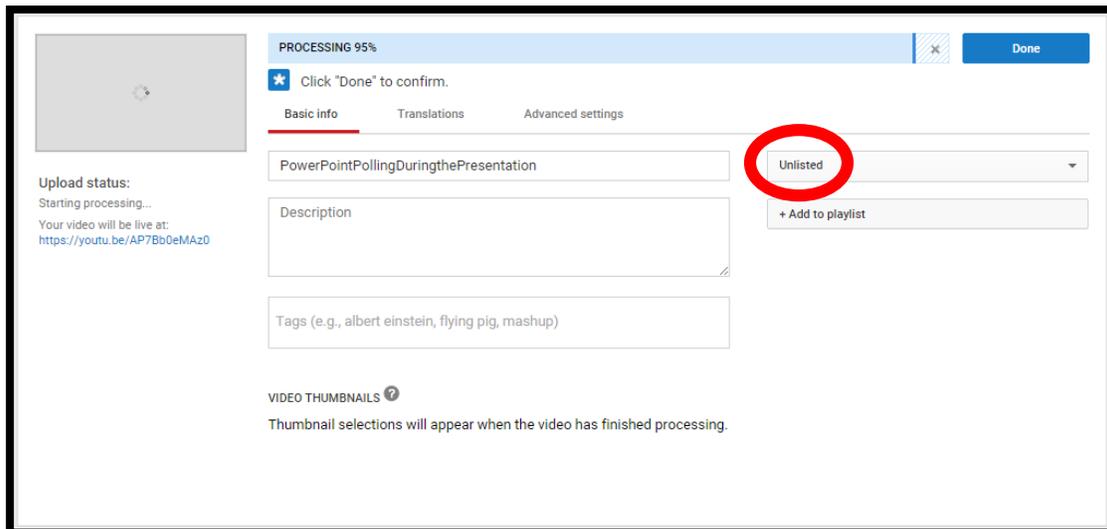
- To upload a video, click on the “Upload” button in the upper right-hand corner.



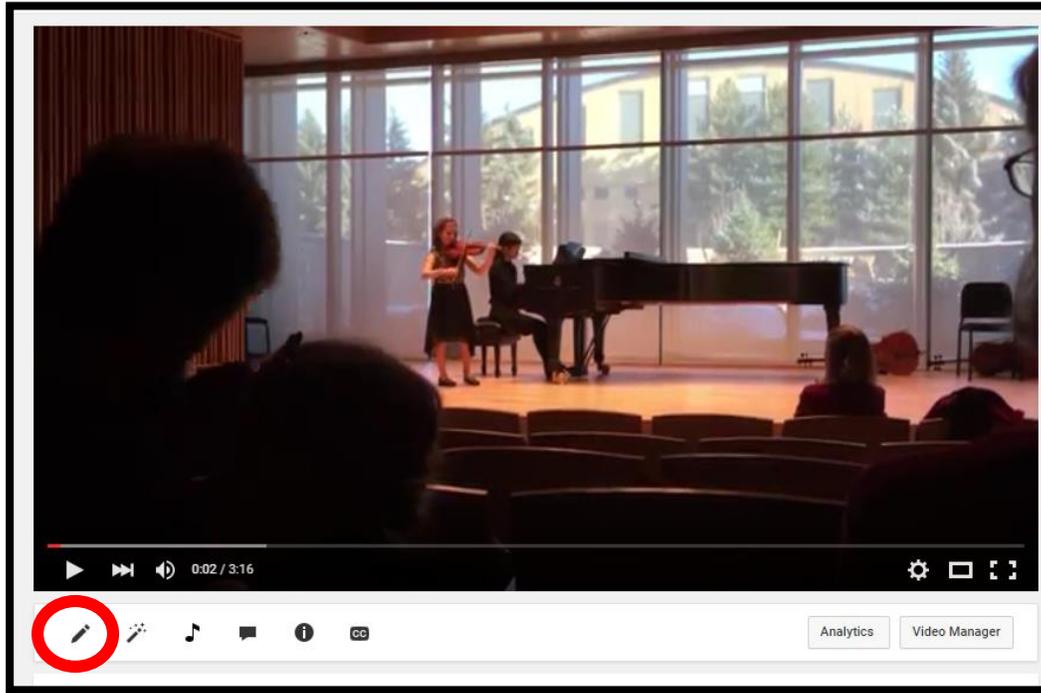
- When selecting a file, select “Unlisted” from the drop-down menu then click “Select files to upload”



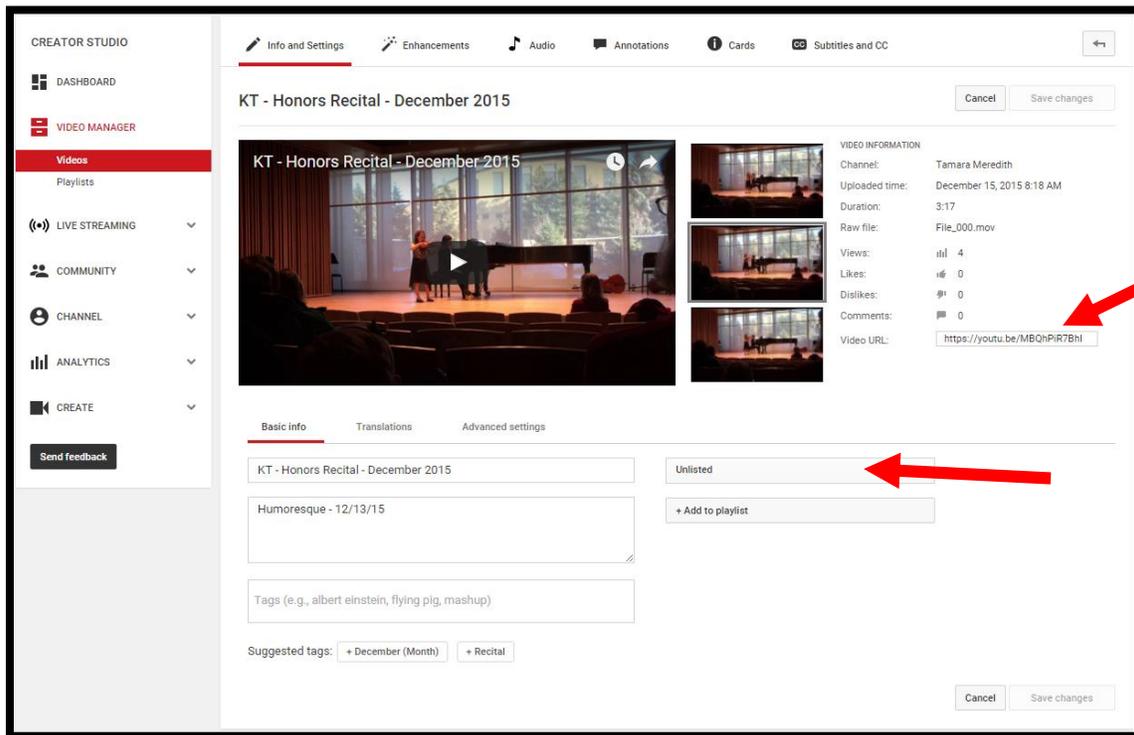
- While your video is uploading, you can give it a title, description, and confirm that it is “Unlisted”
- You can also share the video to specific emails from this screen – when video has uploaded, click “Done”



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

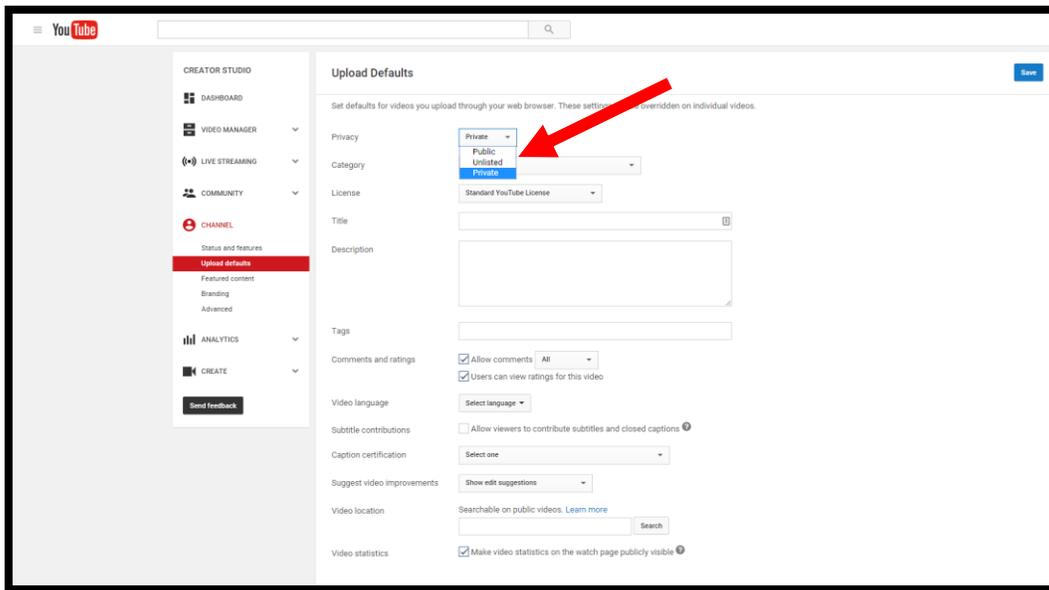


- From the Info and Settings page, you can confirm that a video is public/unlisted/private, add to/create a playlist, etc. You can also copy the video URL and email that directly to the people you wish to share the video with.



## 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:

