## 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 <a href="http://accounts.google.com/signUpWithoutGmail">http://accounts.google.com/signUpWithoutGmail</a>
- 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.

Create your Google	Account
One account is all you need A single username and password gets you into everything Google.	Name First Las Your email address
G M 🕅 🗖 🛆 💠 🕨 💿	I would like a new Gmail address Create a password
Take it all with Switch between devices, and pick up	© Confirm your password
	Birthday Month  Day Year Gender Tam  Control Con

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 <u>http://www.youtube.com</u>



## 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"

	IMPORT VIDEOS Import your videos from Google Photos Import
Select files to upload Or drag and drop video files	LIVE STREAMING Set up your channel and stream live to your fans Get started
Public Unlisted Private	CREATE VIDEOS Webcam capture Record
Want to upload videos longer than 15 minutes? Increase your limit By submitting your videos to 'YouTube, you acknowledge that you agree to YouTube's Terms of Service and Community Guidelines. Please be sure not to violate others' copyright or privacy rights. Learn more Upload instructions   Troubleshooting   Mobile uploads	Photo slideshow Create Video editor Edit

- 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"

	PROCESSING 95%	Done
े	Click "Done" to confirm.	
	Basic info Translations Advanced settings	
Upload status:	PowerPointPollingDuringthePresentation	Unlisted 👻
Starting processing Your video will be live at:	Description	+ Add to playlist
https://youtu.be/AP7Bb0eMAz0		
	Tags (e.g., albert einstein, flying pig, mashup)	
	VIDEO THUMBNAILS 🔞	
	Thumbnail selections will appear when the video has finished processing.	



• 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.

		🖍 Info and Settings 🥻 Enhancements 🎝 Audio 🔎 Ar	notations 🚺 Cards 🖾 Su	btitles and CC	**
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VIDEO MANAGER				VIDEO INFORMATION	
Videos Playlists		KT - Honors Recital - December 2015		Channel: Uploaded time:	Tamara Meredith December 15, 2015 8:18 AM
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Send feedback		Basic info         Translations         Advanced settings           KT - Honors Recital - December 2015         Humoresque - 12/13/15	Unlisted + Add to playlist	+	
Send feedback		Basic info     Translations     Advanced settings       KT - Honors Recital - December 2015       Humoresque - 12/13/15       Tags (e.g., albert einstein, flying plg, mashup)	Unlisted + Add to playlist	+	
Send feedback		Basic info     Translations     Advanced settings       KT - Honors Recital - December 2015       Humoresque - 12/13/15       Tags (e.g., albert einstein, flying pig, mashup)       Suggested tags: + December (Month)	Unlisted + Add to playifst	+	

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.

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	CREATOR STUDIO	Upload Defaults	-
	DASHBOARD	Set defaults for videos you uplo	ad through your web browser. These setting and a verridden on individual videos.
	VIDEO MANAGER V	Privacy	Private +
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	Status and features Upload defaults	Description	
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	III ANALYTICS ~	Tags	
	CREATE V	Comments and ratings	Allow comments All + Users can view ratings for this video
	Send feedback	Video language	Select language 🕶
		Subtitle contributions	Allow viewers to contribute subtitles and closed captions @
		Caption certification	Select one 👻
		Suggest video improvements	Show edit suggestions -
		Video location	Searchable on public videos. Learn more Search
		Video statistics	${\begin{tabular}{ll}} \end{tabular}$ Make video statistics on the watch page publicly visible $\end{tabular}$

## 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:

Sorry about that.				
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