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## Setting up your YouTube Account

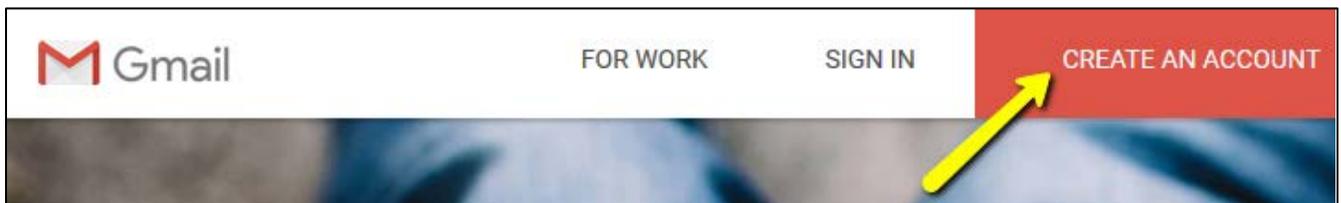
A Google account is required for access and authoring in certain online Google services, including Gmail, Google Drive, and YouTube. One account provides you access to each of these services.

In order to upload videos to YouTube you will need a Google account. This is usually done by creating a Gmail account.

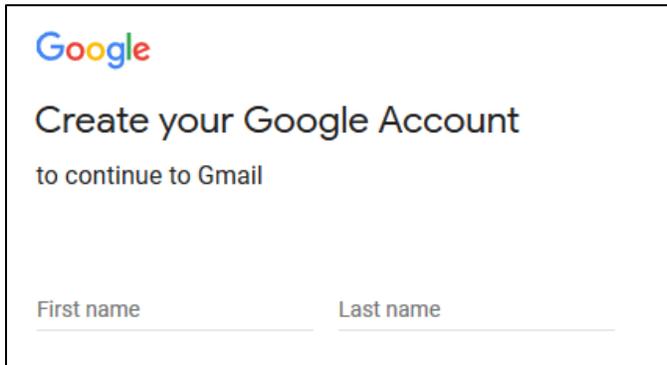
If you already have a Google or Gmail account, skip to the section on [“How to Login to your YouTube Account.”](#)

To create a Google/Gmail account:

1. Go to **gmail.com**.
2. Click **Create an Account**.



3. Complete the top portion of the “Create your Google Account” page by entering your first and last name.



Google

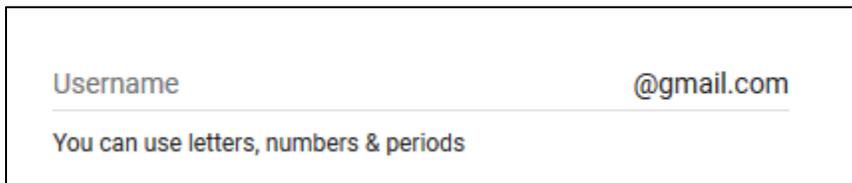
## Create your Google Account

to continue to Gmail

First name \_\_\_\_\_ Last name \_\_\_\_\_

4. Enter your new Gmail username in the field provided.

Note: Google may show you some options using different forms of your name. You can either choose one of the options given or create your own username. You will be notified after clicking Next if the username is taken by another user.



Username \_\_\_\_\_ @gmail.com

You can use letters, numbers & periods

5. Enter a password for your Gmail account. Re-enter the same password in the Confirm Password field.

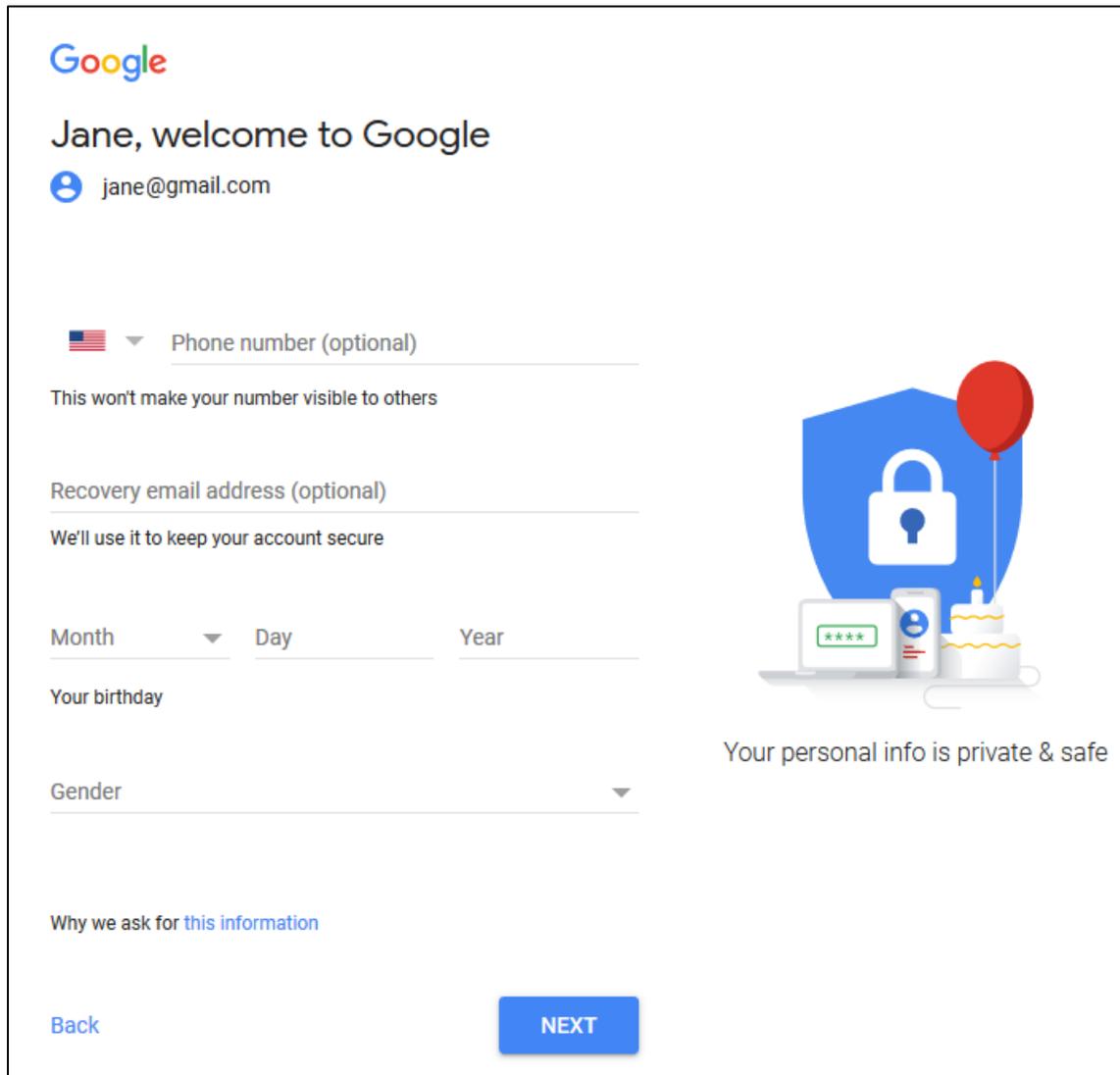


Password \_\_\_\_\_ Confirm password \_\_\_\_\_ 

Use 8 or more characters with a mix of letters, numbers & symbols

6. Click [**Next**] to continue.

7. Complete the “Welcome to Google” page.



The screenshot shows the 'Welcome to Google' page for a user named Jane. The page includes the Google logo, the user's name 'Jane, welcome to Google', and her email address 'jane@gmail.com'. There are several input fields: a phone number field with a US flag and a dropdown arrow, a recovery email address field, and a birthday field with separate dropdowns for Month, Day, and Year. A 'Gender' dropdown is also present. At the bottom left is a 'Back' link, and at the bottom right is a blue 'NEXT' button. On the right side of the page, there is an illustration of a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake. Below the illustration, the text reads 'Your personal info is private & safe'.

8. Click [**Next**] to continue.

9. Read the Privacy and Terms information and click the [**I Agree**] button.

10. Click [**Next**] to review the Gmail introductory information or click the [**X**] icon to exit.

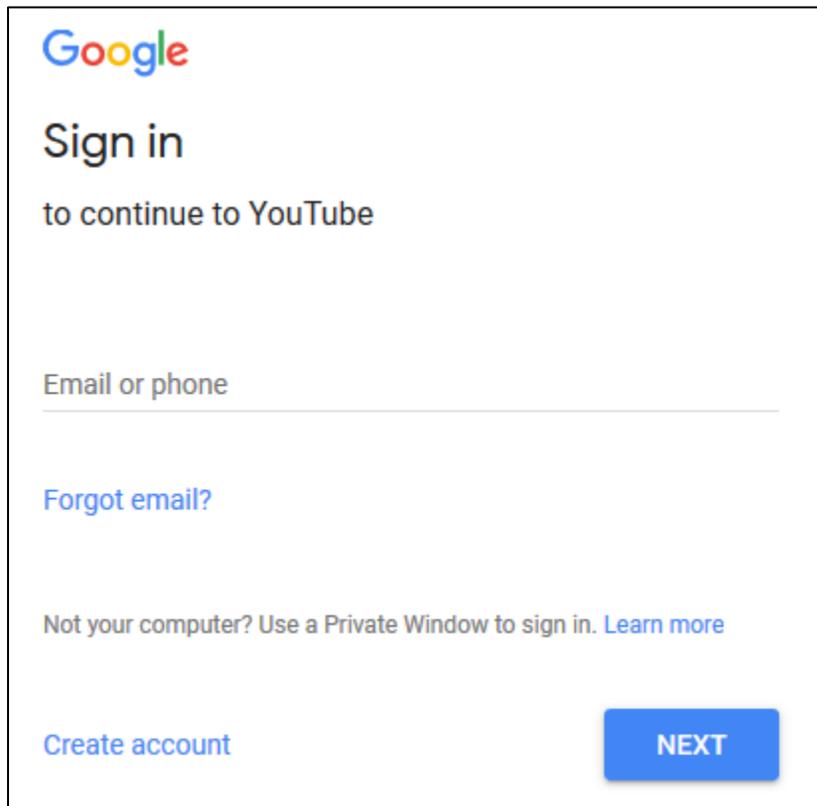
Congratulations. You now have a Gmail account. Remember to make note of your username and password for future reference.

## How to Login to your YouTube Account

Now that you have created your Google account, you can use it to access all Google products (e.g., Gmail, YouTube, Google Drive, and more).

Complete the following steps to sign into YouTube.

1. Go to **youtube.com**.
2. Click **SIGN IN** in the upper right corner of the window.
3. Enter your Gmail username on the Google Sign In window.

A screenshot of the Google Sign In page. At the top left is the Google logo. Below it, the text reads "Sign in to continue to YouTube". There is a text input field labeled "Email or phone". Below the input field are two links: "Forgot email?" and "Not your computer? Use a Private Window to sign in. Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "NEXT".

4. Click [**Next**].

A second window appears for you to enter your password.

5. Enter your Gmail password and click [**Next**].

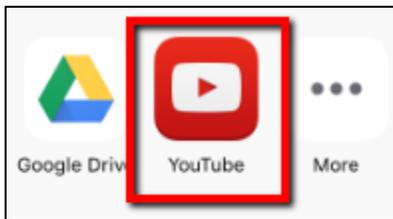
You are now signed into YouTube.

## How to Upload Videos to YouTube

There are multiple ways to upload videos to YouTube. The process for doing so will depend on what type of device you are using for the upload (e.g., from a smart phone, tablet, or laptop/computer).

### Uploading a Video from Your Smartphone (Android or Apple)

Uploading to YouTube from your phone may be as simple as selecting to send directly to YouTube after you have completed recording or from your device's storage (e.g., Gallery or iCloud). This process will vary by device type (e.g., Android or Apple). But generally, finding the recording on your phone and selecting to share/upload will give you multiple options.



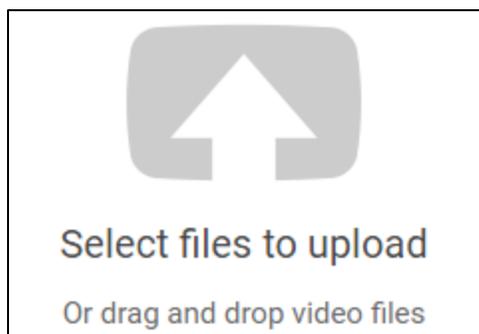
### Uploading a Video from Your Tablet

The easiest way to upload a video from your tablet is to install the YouTube app onto your device. Search the Apple Store or Google Play for the app. Log in using your Gmail account and follow the steps to upload to your YouTube account.

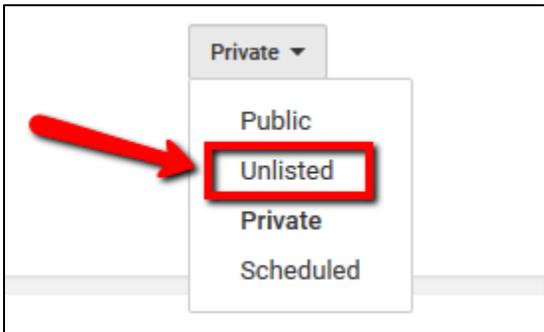
### Uploading a Video from your Laptop or Computer

1. Click the *Create a Video or Post* icon in the upper right corner: 
2. Click **Upload Video**.

The Select Files to Upload window displays.

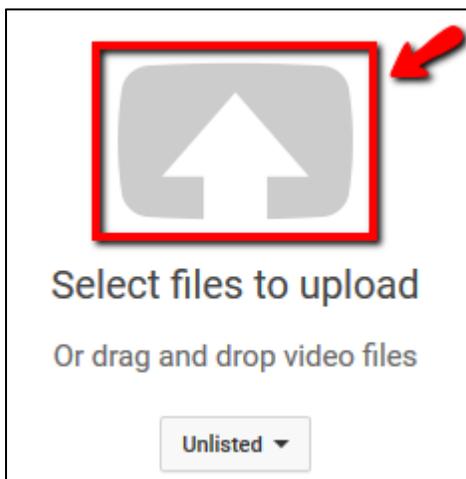


3. Change the privacy setting for the video you are about to upload. We recommend you change the setting to **Unlisted**.



Note: Changing the privacy setting to Unlisted will allow you to share your video with only those who are given the URL. Your video will not be listed on YouTube and searchable by anyone trying to find it on the Internet.

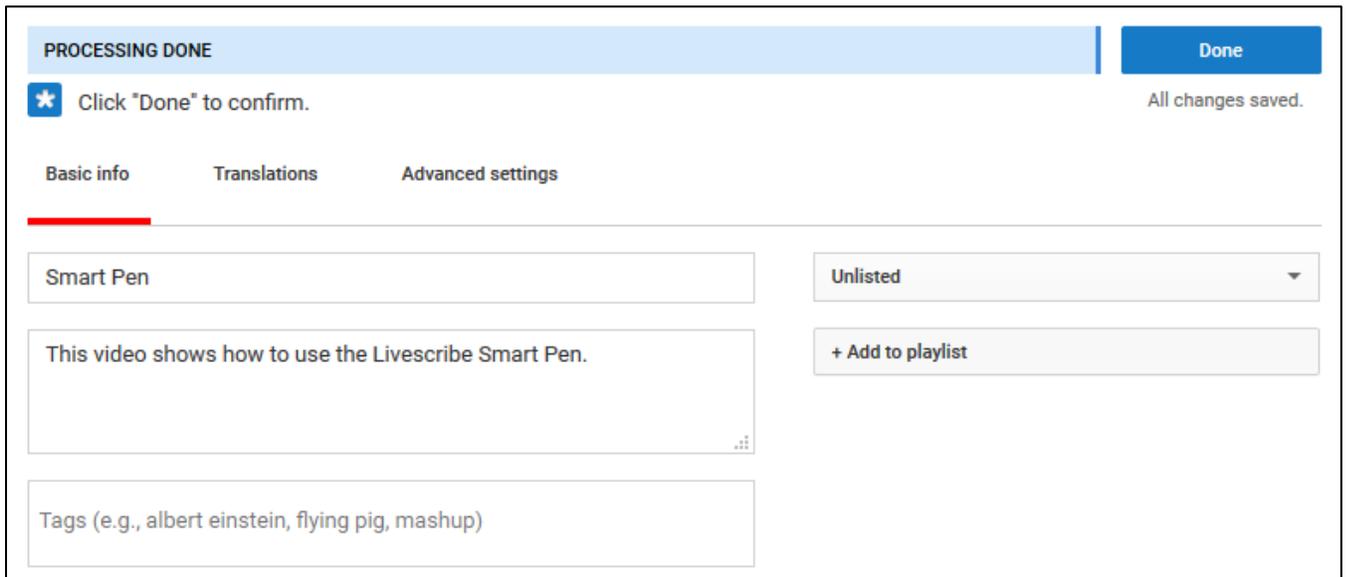
4. Click on the Upload icon.



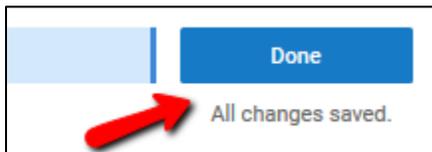
5. Browse and select your video file.

Once the video has completed processing, the "Processing Done" message appears on the status bar and the Done button is activated.

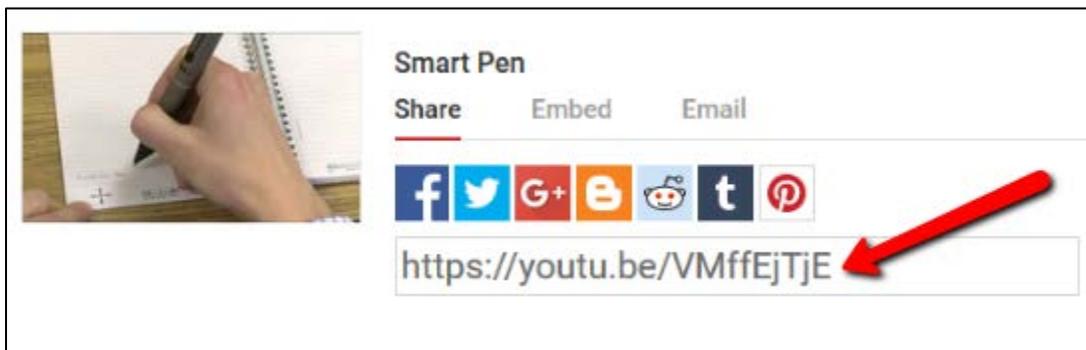
6. Change the title and description of your video (if necessary).



7. Click [Done] to confirm your upload and changes.



8. Copy the URL address if you wish to share your video with others.



Refer to the [YouTube help](https://support.google.com/youtube#topic=7505892) site for more information (https://support.google.com/youtube#topic=7505892).

## For More Information

Please contact the Office of Online & Extended Learning at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 (option 3) if you have questions about this material.