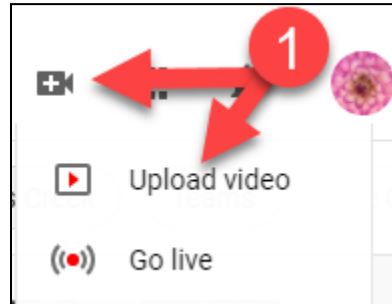


Upload Videos to YouTube

Navigate to YouTube through your SWPS Google Apps Account.

1. Click on the nine-dot grid and select **YouTube**.
2. In the top right-hand corner, click on the camera icon and select **Upload video**.



3. Click on **Select Files**.
4. Locate and select the video file that you want to upload. Select **Open**.
5. Fill out Details Tab:
 - a. Title: Provide a Title
 - b. Description: Add description if needed
 - c. Thumbnail: Select or upload thumbnail to display
 - d. Playlist: Add to a playlist if desired
 - e. Audience: select **Yes, it's made for kids**.
 - f. Select **Next**.
6. Video Elements Tab
 - a. Click **Next**.
7. Visibility Tab:
 - a. Select the permissions you want to grant. "**Unlisted**" is recommended.
 - b. Select **Save**.
8. Share video thru the medium of your choice. .