

## *Instructions for submitting video files and uploading videos to YouTube*

### **Submitting video files**

Video content can only be shown on the information screens as a YouTube video. To make use of this option, you must upload your video to YouTube and send the URL (the link) to the content managers.

You need a YouTube account to upload videos.

The instructions below briefly explain how to create a YouTube account and upload your video.

Note: most screens at the AUAS either do not have speakers or their sound has been turned off, so consider adding subtitles if your video contains spoken text.

### **Creating a YouTube account**

1. Go to [youtube.com](https://youtube.com).
2. Click on **Sign in** in the upper right corner.
3. Click on **Create account**. If you have a Gmail account, you can use this to sign in.

### **Uploading a video to YouTube**

1. Sign in to your YouTube account.
2. Click on **Upload** at the top of the page.
3. Before you start uploading the video, you can choose the [video privacy settings](#).
4. Select the video that you would like to upload from your computer. You can also make a video slide show or import a video from Google Photos.
5. Click on **Publish** to finish uploading a public video to YouTube. If you set a video's privacy setting to Private or Unlisted, click on **Done** to finish the upload or **Share** to share your video privately.
6. If you have not clicked **Publish**, others will not be able to view your video. You can always publish the video at a later time in your Video Manager.

Once the upload is complete, you will receive an email notifying you that the video has been posted.