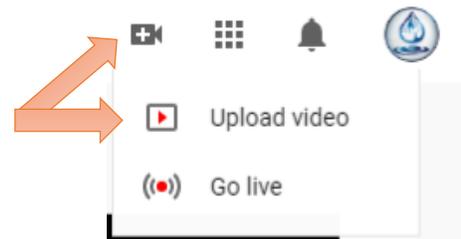


## How to upload your video to YouTube

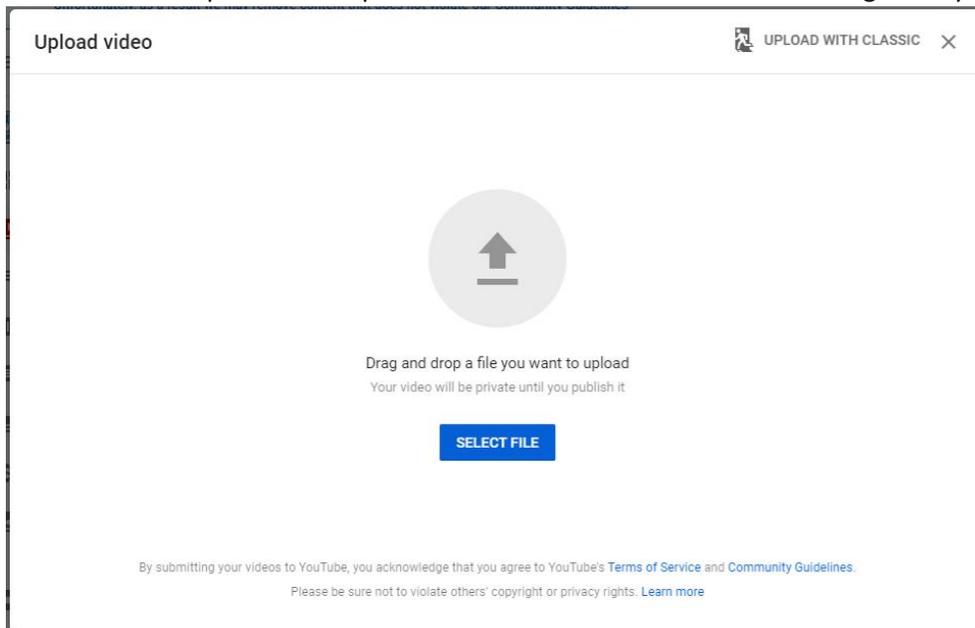
1. Sign into your YouTube account. When you go to [www.youtube.com](http://www.youtube.com), you should find the button to sign in on the upper right hand corner of the screen. Click "sign in" and enter your Google/Gmail username and password.



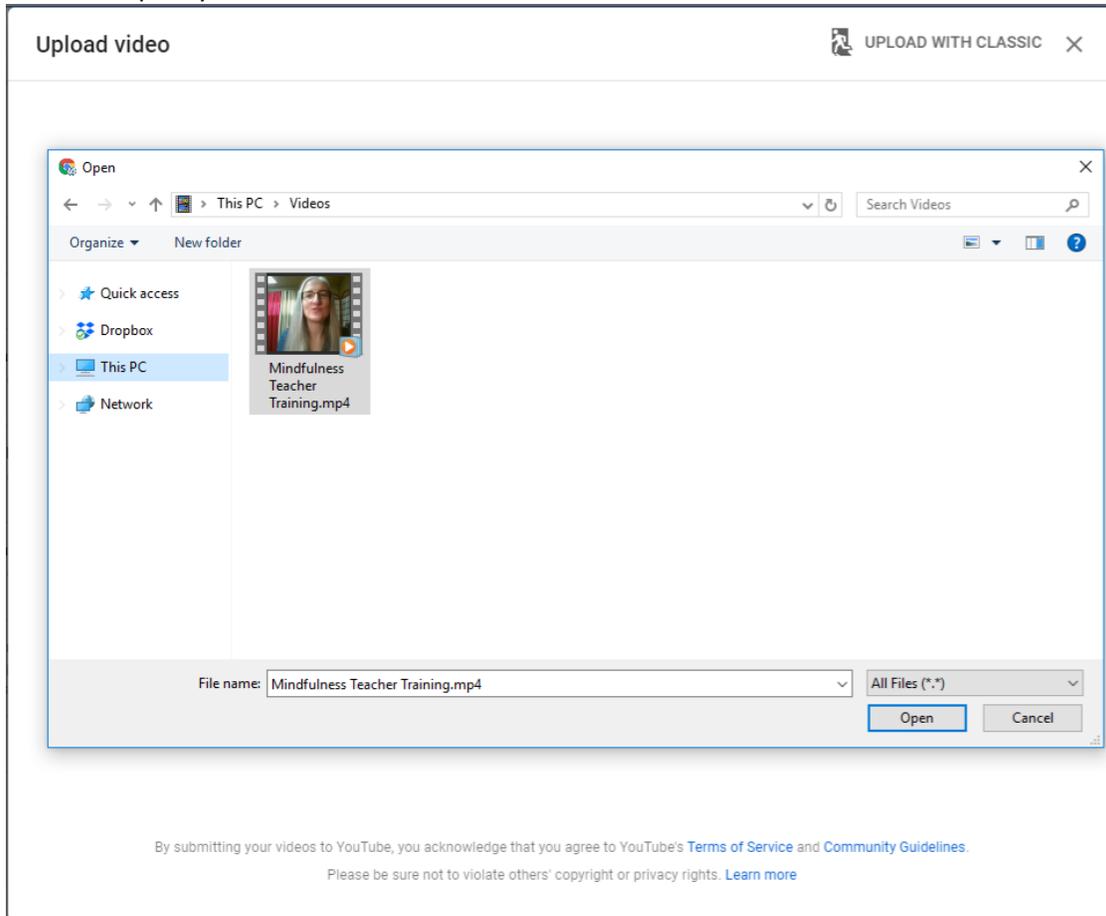
2. Once you've signed in, click the little button that looks like a camera with a plus sign on it. Then choose "Upload Video" from the resulting menu.



3. The following should appear. This is where you'll start the video upload. You can either drag and drop the file from a separate file explorer window or click "Select File" to navigate to your video.



4. After clicking “Select File,” a window will appear listing the files on your computer. Locate where you saved the video and click “Open.”  
\*Take note of how large your video file is. You can do this by right clicking on the file. If it is very large (multiple GB), it will take a LONG time to upload. You may consider going back and resaving your video in a lower quality format.

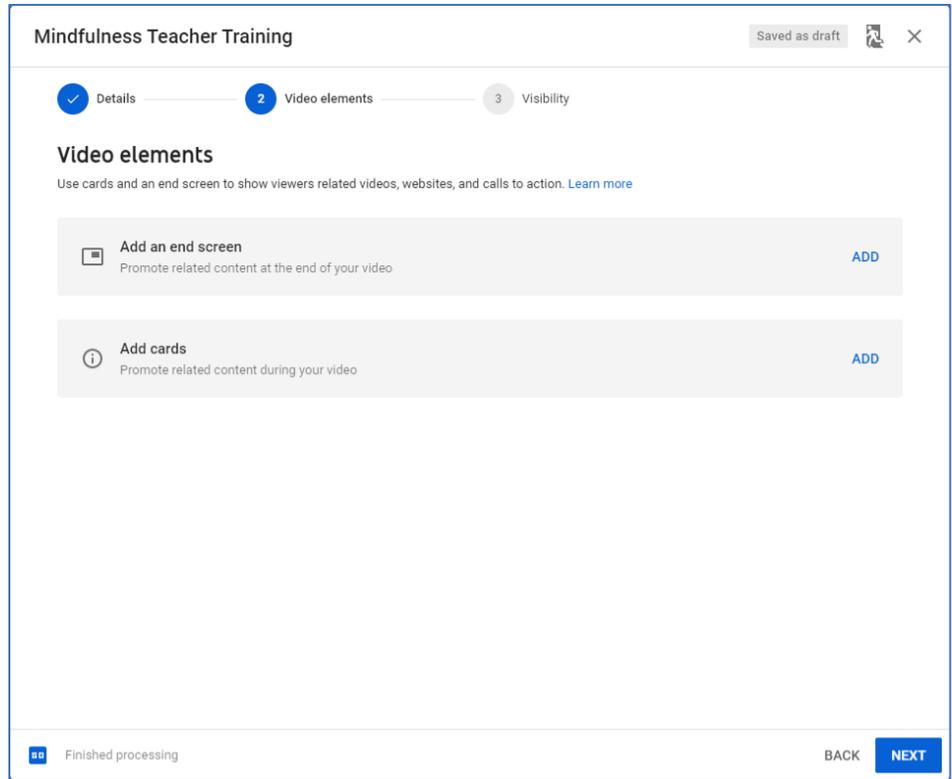


5. After selecting your file, the upload automatically begins. Meanwhile, you'll work through several screens and set a few important properties and settings for your video. The first screen gives you a chance to name your video (the filename automatically populates, but you can change it). You can also add a description, if you'd like. Scrolling down on this first screen, you'll be required to let YouTube know if your video is meant to be viewed by children. In this case, you can select No.

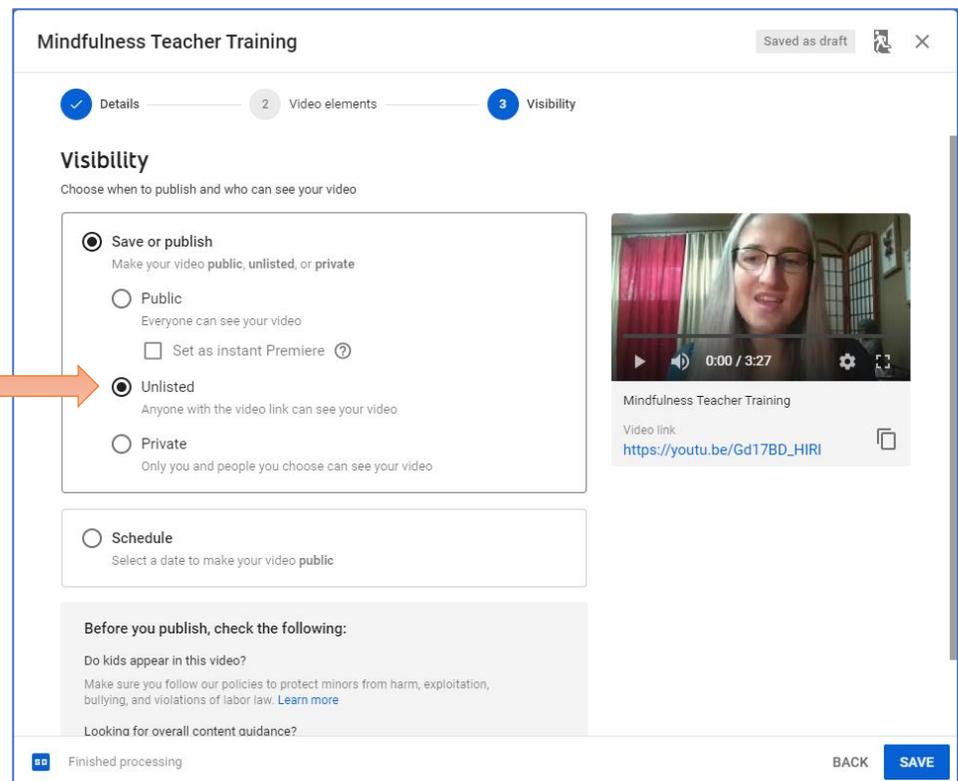
The screenshot shows the 'Mindfulness Teacher Training' upload interface. At the top, it says 'Saved as draft' and has a close button. Below are three steps: 1. Details, 2. Video elements, and 3. Visibility. The 'Details' section includes a title field with 'Mindfulness Teacher Training' (28/100 characters), a description field with the placeholder 'Tell viewers about your video', and a thumbnail section with an 'Upload thumbnail' button and three placeholder images. Below that is a 'Playlists' section with a dropdown menu. At the bottom, a progress bar shows '92% uploaded' and a 'NEXT' button.

The screenshot shows the 'Audience' section of the 'Mindfulness Teacher Training' upload interface. It includes a 'Playlists' dropdown menu with 'Select' as the current option. The 'Audience' section asks 'Is this video made for kids? (required)' and provides two radio button options: 'Yes, it's made for kids' and 'No, it's not made for kids'. An orange arrow points to the 'No, it's not made for kids' option. Below this is an 'Age restriction (advanced)' dropdown menu. At the bottom, there is a 'MORE OPTIONS' section with the text 'Paid promotion, tags, subtitles, and more'. A status bar at the very bottom says 'Finished processing' and a 'NEXT' button is visible.

6. The next screen gives you a chance to add video elements (end screen, cards, etc.). This isn't needed, so you can just click "Next."

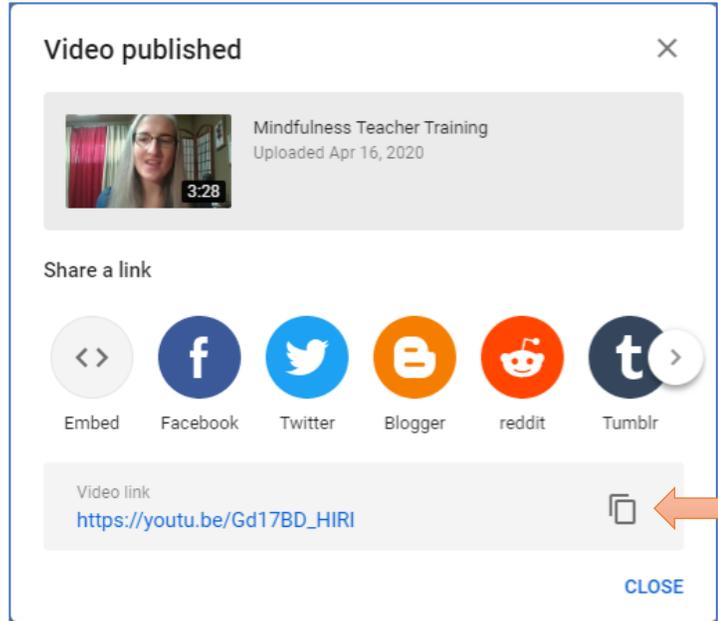


7. IMPORTANT! In this last screen, you'll finalize your video by setting the visibility settings. Under the "Save or Publish" section, choose "Unlisted". This allows only those with a direct link to be able to view your video. Your video will not be searchable and people will not be able to find it on your public profile or channel. Once you're finished, click the "Save" button.



8. That's it! Congratulations, you've published your video! This last screen gives you an opportunity to share your video. Copy the video link by clicking the "Copy" icon on the bottom right, and paste it into your MTI Application, word document or email, as needed.

To be sure that others can view your video, you may wish to sign out of YouTube and click the link to your video, to make sure that your visibility settings are correct.



If you have any trouble with this process or find that these instructions are out of date, please don't hesitate to email me for some help at [karen@mindfulnessinstitute.com](mailto:karen@mindfulnessinstitute.com).