

Uploading Your Video

1. After you've logged into YouTube, click on **My Account** at the top of the screen.
2. Select **Videos**.
3. Select the button, **Upload Videos**.
4. Enter a description for your video (Standard accounts are limited to 10 minutes or 100MB). This description helps people locate and decide whether or not they want to see your video, so be as descriptive as possible.
5. Decide if you want the video to be open to the world (public) or only available to persons you select (private).
6. Here you can also select additional options: allow people to comment, make video responses, rate your video, embed your video on web pages and blogs, syndicate it and make it playable on mobile phones.
7. Click **Next** and use the **Browse** button to find your video as it is stored on your computer. YouTube will upload your video and give you the url to share with others. The video may be there quickly; but it may take a few hours for your descriptions and tags to show up in the YouTube's search results. If you are in a hurry, you can email the URL address to your colleagues and friends.