

How to upload your video to YouTube (For PC Users)

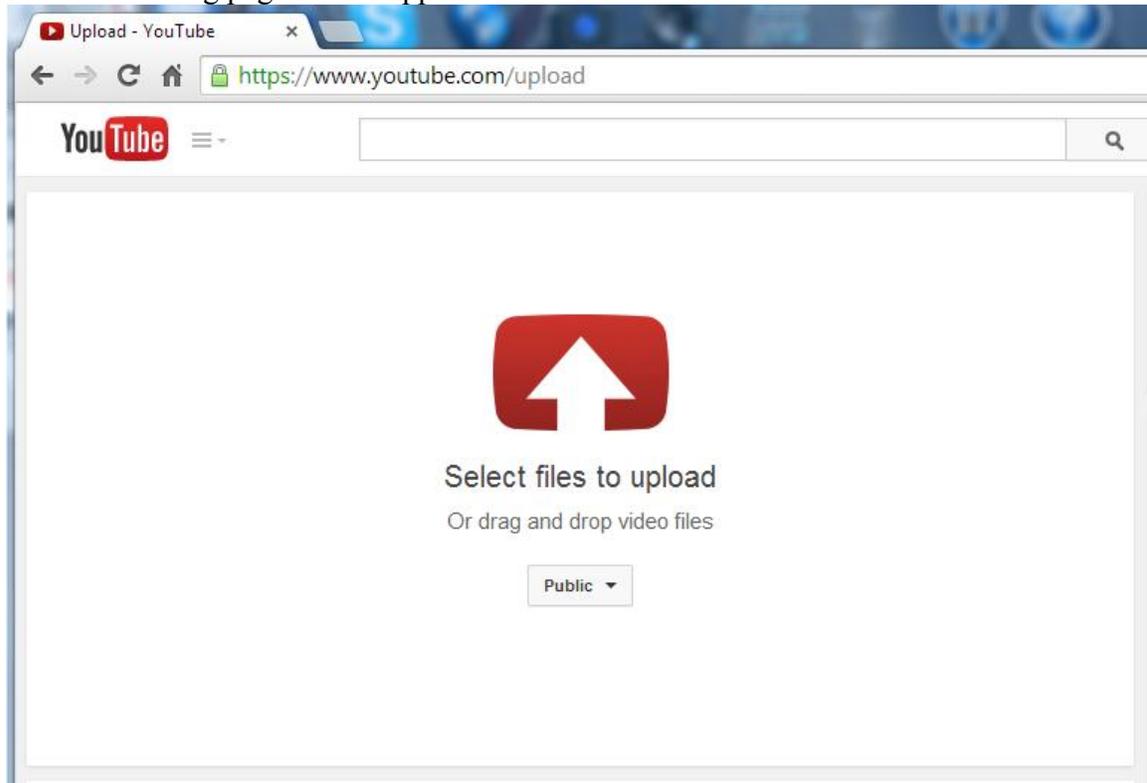
1. Sign into your YouTube account. When you go to www.youtube.com you should find the button to sign in in the upper right hand corner of the screen. Click “sign in” and enter your Google username and password. (If you have a Gmail account, it will be the same credentials.)



2. Once you’ve signed in, click the “upload” button in the upper right hand corner of the screen.



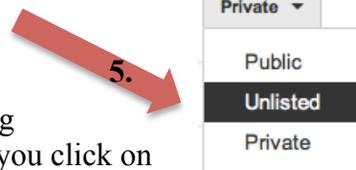
3. The following page should appear.



4. Click the triangle next to the word “Private” and you should see a dropdown menu:



5. Roll your mouse over the dropdown menu until “Unlisted” is highlighted, then click “Unlisted.”

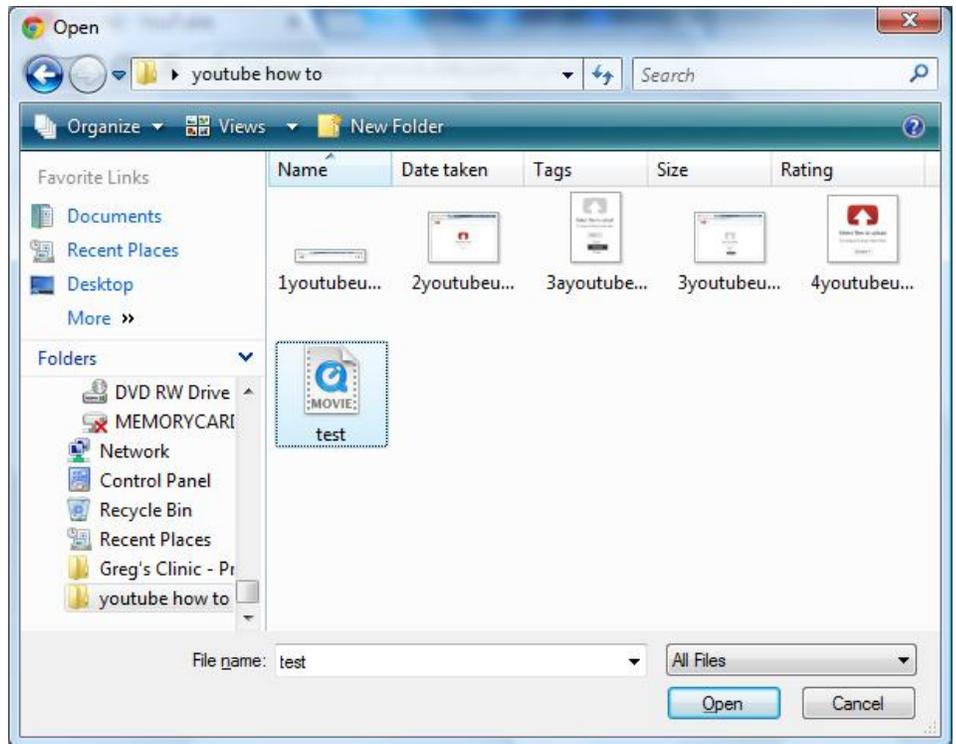


6. Next, click the box with the big arrow pointing upwards. (When you click on it, it will turn from gray to red.)

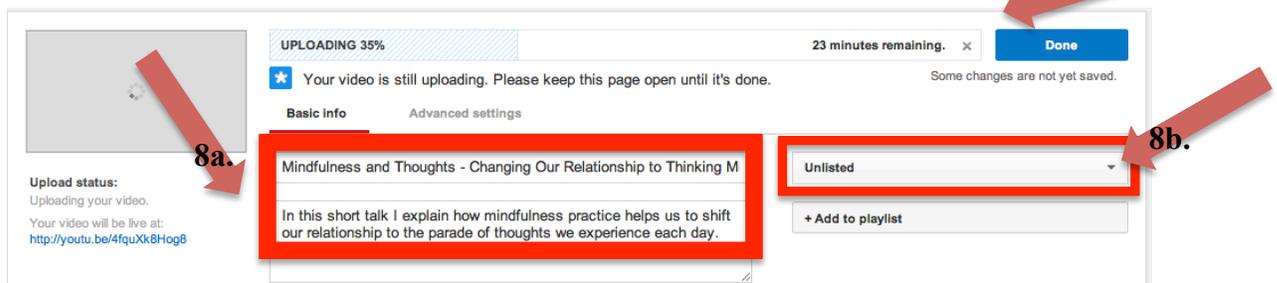


7. A window will appear listing the files on your computer. Locate where you saved the video and click “Open.”

*Take note of how large of a file your video 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 re-saving your video in a lower quality format.



8. Your video should start uploading! Depending on how fast your computer is and how large a file your video is, this process may take a while (between minutes and hours). You can see the progress and an estimated time of completion.

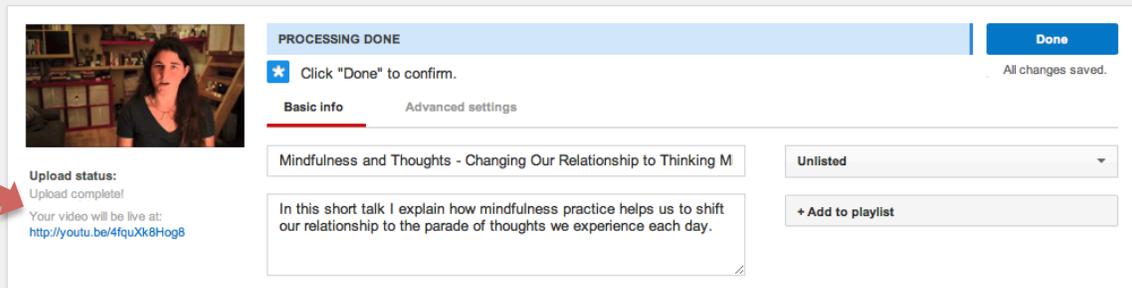


- While you're waiting for the video to upload you can enter a title and brief description.
- You can also double check that it is uploading as “unlisted.” If for some reason it says “public” instead of “unlisted,” click on the triangle next to “public” for the dropdown menu to appear. Then click on “unlisted.”

You'll need to keep this window open on your computer, but there is no problem if you want to open a different window to do other activities on your computer. I find that this can also be a nice time to meditate. ☺

9. Your screen will look something like this once the video has been uploaded completely:

Here's the link to your video!



The screenshot shows the YouTube upload completion interface. At the top, a blue bar reads "PROCESSING DONE" with a "Done" button on the right. Below this, a message says "Click 'Done' to confirm." and "All changes saved." There are two tabs: "Basic info" (selected) and "Advanced settings". Under "Basic info", the video title is "Mindfulness and Thoughts - Changing Our Relationship to Thinking M". To the right of the title is a dropdown menu set to "Unlisted" and a "+ Add to playlist" button. Below the title is a description: "In this short talk I explain how mindfulness practice helps us to shift our relationship to the parade of thoughts we experience each day." On the left, there is a video thumbnail and an "Upload status" section that says "Upload complete!" and "Your video will be live at: http://youtu.be/4fquXk8Hog8". A red arrow points from the text "Here's the link to your video!" to the URL in the upload status section.

Once it's all uploaded, you can click "done" to confirm the upload and save it on your channel.

You should also receive an email confirmation like the one below in the account you signed into YouTube with. The little icon to the left of your title indicates that the video is *unlocked*, and viewable to anyone who has the link. (*If you had listed your video as "private" this icon would look like a locked lock.) 



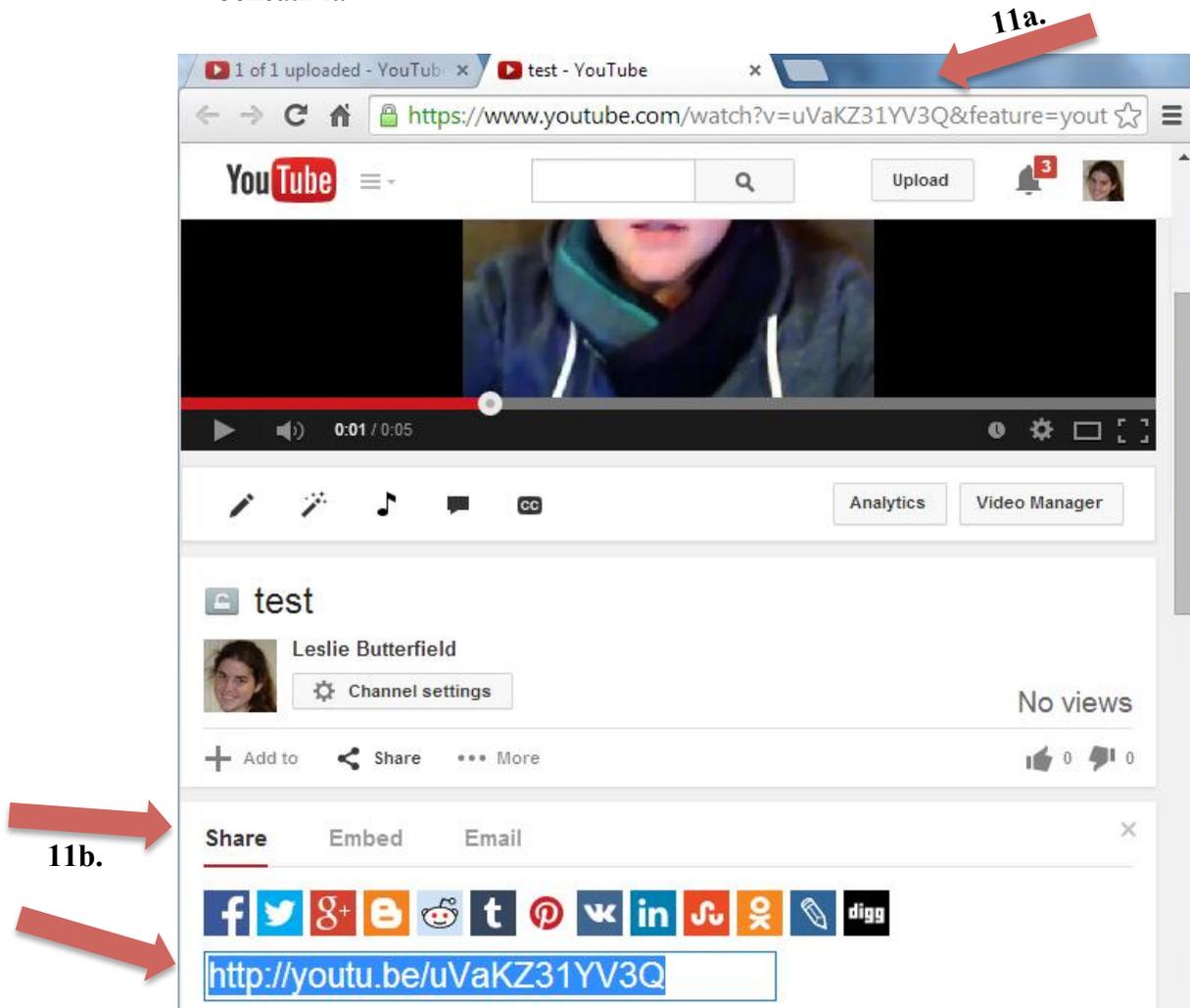
The screenshot shows an email confirmation from YouTube. At the top, there is a YouTube logo and a row of icons for video controls. Below the logo, there is a profile picture of a woman and the text "Way to go, Mindfulness Online! Your video is now on YouTube." Underneath, there is a video thumbnail of the same woman speaking. Below the thumbnail, there is a lock icon followed by the video title "Mindfulness and Thoughts - Changing Our Relationship to Thinking Mind". A red arrow points from the text "This lock icon shows that the video is unlocked!" to the lock icon.

This lock icon shows that the video is unlocked!

10. You can view your video by clicking on the title in your email or by clicking the link listed on your upload page where it says, “Your video will be live at: <http://?????>” (see previous step above)

11. To share your video you’ll just need to copy and paste the link associated with it. There are a couple of ways you can do this:

- a.) You can copy the address that shows up in the address bar above your video.
- b.) You can click “share” under your video and then copy the link that shows up beneath it.



Once you’ve copied the link, you can paste it into the text of a Word Document or into the body of an email. Click the link that you’ve pasted after you’ve included it your document or email. Clicking the link should take you to your video.

Nice work! You did it!

If somewhere along the line things got confusing or didn’t quite work out, please don’t hesitate to email me for some help: leslie@mindfulnessstraininginstitute.com