



## How-To Guide -- YouTube

1. Go to the [YouTube home page](#) and register for an account, if you have not already done so, by clicking the "Sign Up" link and following the necessary steps such as creating a user name and password and providing other basic information. Be sure to enter the organization's email address in order to receive a confirmation link to activate your account.
2. Once you have created an account, return to the YouTube home page, click on the link that says "Sign In" and enter your user name and password to enter your personal site.
3. Begin uploading videos by simply clicking the "Upload" button at the top of the page near the search bar. If you do not already have a video, you can make one using a web cam or other recording device.
4. To make a video for YouTube, import the movie from the camera to the computer, edit the movie as needed, compress to a 320-by-240 megapixel video, and upload it to your account.
5. To create your organization's personal YouTube Channel, click on your user name at the top right of the page and choose "My Channel." By creating an account, you automatically receive a customizable channel. Here you can create your own theme and design, upload an organization photo, post comments and, of course, upload your organization's promotional or other videos.
6. Share this personalized channel by adding a [YouTube badge](#) to your organization's Web site or by providing a link through your social media sites and emails.

