

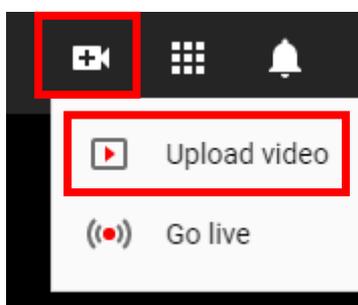
# Easy video sharing YouTube



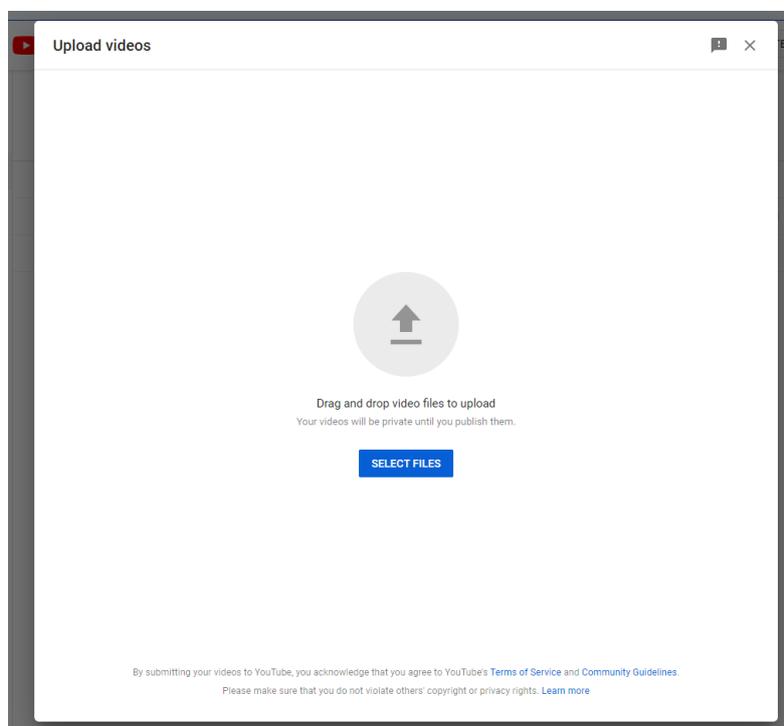
## Easily share videos with audiences or individuals

This guideline focuses on using YouTube to share videos with specific groups of people, or individuals, rather than all YouTube users.

Log into your YouTube account. Click the “Create” button and select “Upload video”:



Drag and drop your video into the window:





The video will start to upload immediately.

You will have an opportunity to change various options, such as video title, description (1). You must specify the audience (2). Once done, click “Next” (3):

Test video Saved as draft ! X

**Details**      Video elements      Visibility

**Details**

Title (required)  
**Test video** 10/100

Description <sup>?</sup>  
Tell viewers about your video

Video link  
<https://youtu.be/uyJMg3wElc4>

Filename  
Test video.mp4

**Thumbnail**  
Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. [Learn more](#)

Upload thumbnail

**Playlists**  
Add your video to one or more playlists. Playlists can help viewers to discover your content faster. [Learn more](#)

Playlists  
Select

**Audience**

**Is this video Made for Kids? (required)**  
Regardless of your location, you're legally required to comply with the US Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for children. [What's Made for Kids content?](#)

Yes, it's Made for Kids  
 No, it's not Made for Kids

Age restriction (advanced)

**MORE OPTIONS**  
Paid promotion, tags, subtitles and more

48% uploaded 17 seconds left

**NEXT**





Click through to the “Visibility” section:



Here, you can specify who will be able to see the video:

## Visibility

Choose when to publish and who can see your video

**Save or publish**  
Make your video **public, unlisted or private**

**Private**  
Only you and people who you choose can watch your video

**Unlisted**  
Anyone with the video link can watch your video

**Public**  
Everyone can watch your video

Set as instant Premiere



**“PRIVATE”** – the video will be invisible. It can be shared with individuals, and you will have to enter their email address to enable sharing (see next page). This is useful if you wish to share the video with only a few people and want to make sure they do not pass the link forward.

**“UNLISTED”** – people with a link to the video will be able to see it. The video will not show in YouTube searches but will be accessible to anyone who has got a direct link to it. This is useful if you want to easily share a video with a group of people (e.g. students).

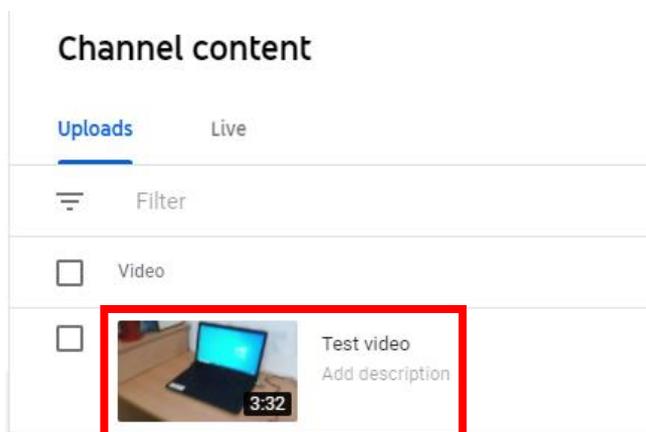
**“PUBLIC”** – visible to everyone. The video will appear in YouTube searches.



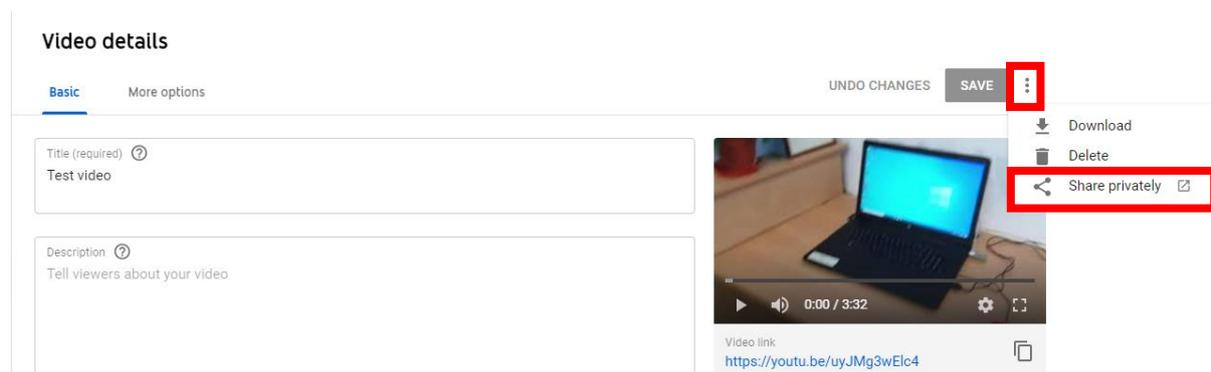
## How to share a Private video?



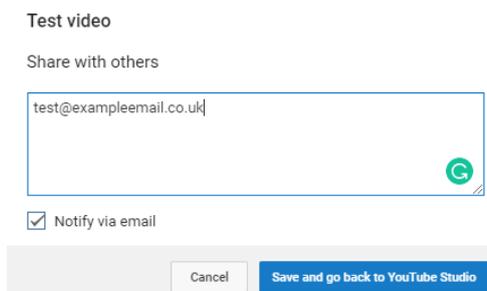
Return to your channel and click the video you just uploaded:



Near the top of the screen, click the three vertical dots and select “Share privately”:



You will now be able to enter the email address of the person you wish to share the video with:





## How to share an Unlisted video?

When setting video visibility during upload, click “Unlisted”. On the right, you will see a link with an icon next to it. Clicking the icon will copy the link.

The link can now be emailed to individuals or groups. Remember they can forward the link to others, meaning confidential

### Visibility

Choose when to publish and who can see your video

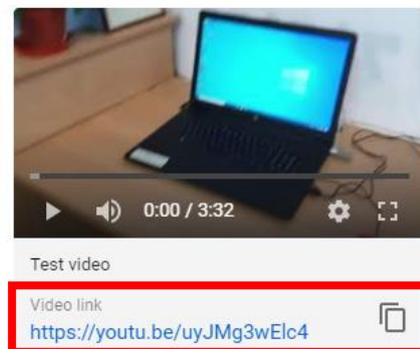
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Set as instant Premiere 



### Tips & tricks

How you share a video depends on the level of confidentiality and the audience.

“Private” should be used for confidential content, such as recordings of assessments, professional discussions, student observations, lesson recordings

“Unlisted” is useful for content such as tutorial recordings, or videos which need to be reviewed by third parties, for example for quality assurance purposes.

**Remember to take care when recording lessons or students – you should obtain their, or guardians’ permission!**

