

How to Upload a Video to YouTube

Dominick Azzara

Introduction:

YouTube is a video sharing service by Google that allows individuals to watch a video or post a video. This guide is for someone who already has a YouTube account and wants to upload a video for others to watch. This is a great tool to share family videos with others that don't live locally or to complete school work assignments. Below is a very basic guide that only covers the necessary steps for uploading a video. There are more options and optional steps not covered in this guide.

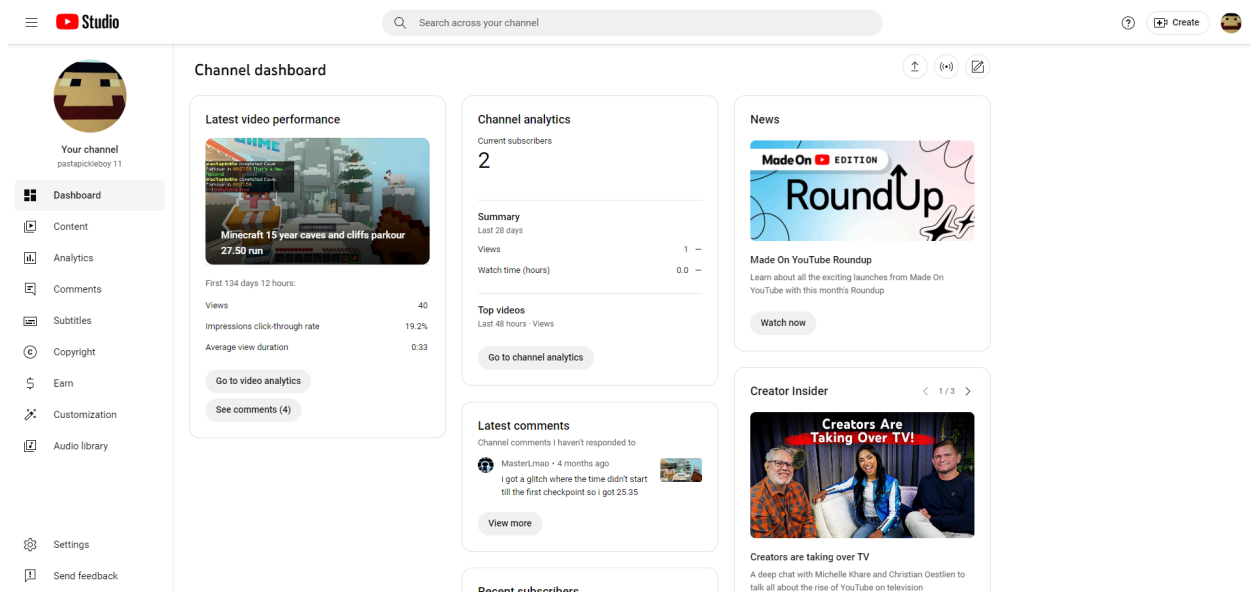
Requirements:

- A web browser
- A stable internet connection
- A YouTube account
- A previously downloaded or recorded video on your computer



Step 1 - Accessing YouTube:

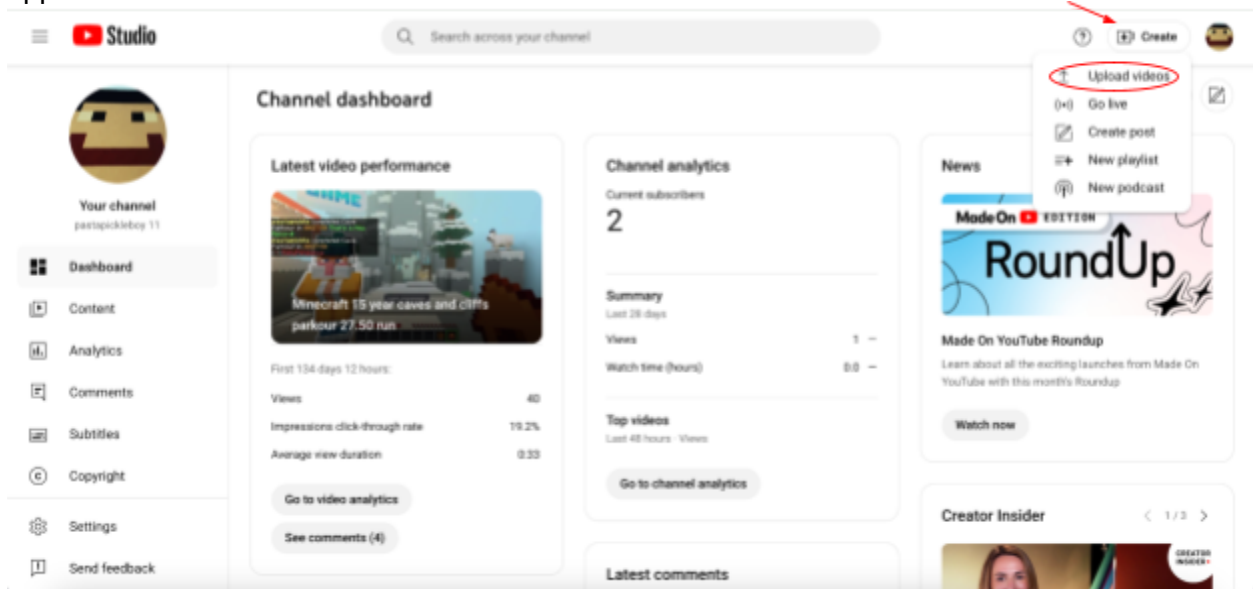
Go to <https://studio.youtube.com/>



Note: If you are not signed in to YouTube you will be prompted to sign in. Once done the above page should appear.

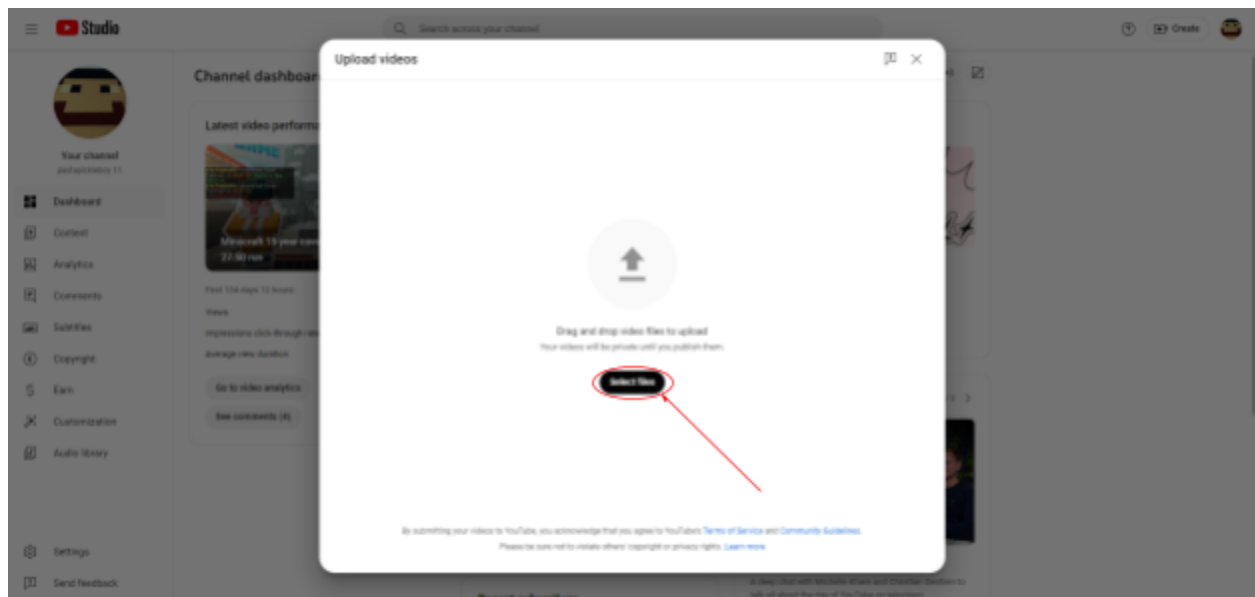
Step 2- Channel Dashboard:

Click on the “Create” button in the top right corner and select “Upload videos” from the list that appears



Step 3 - Upload video pop-up:

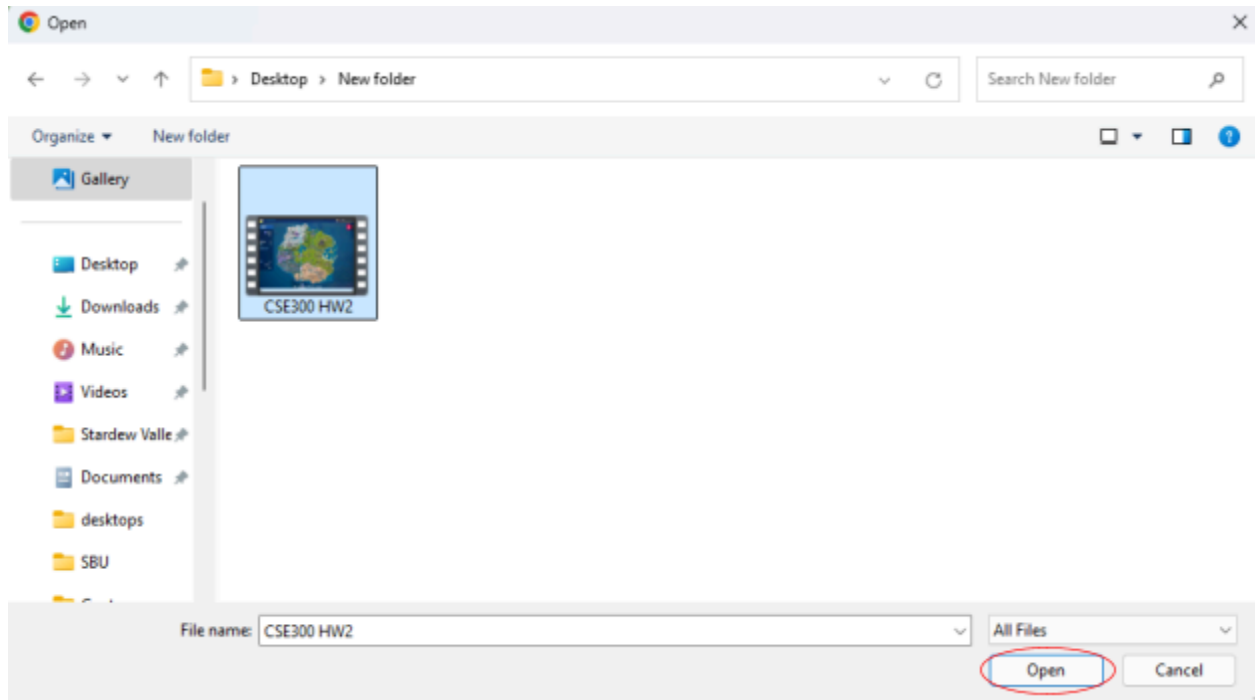
Click “Select files” on the pop-up screen that appears



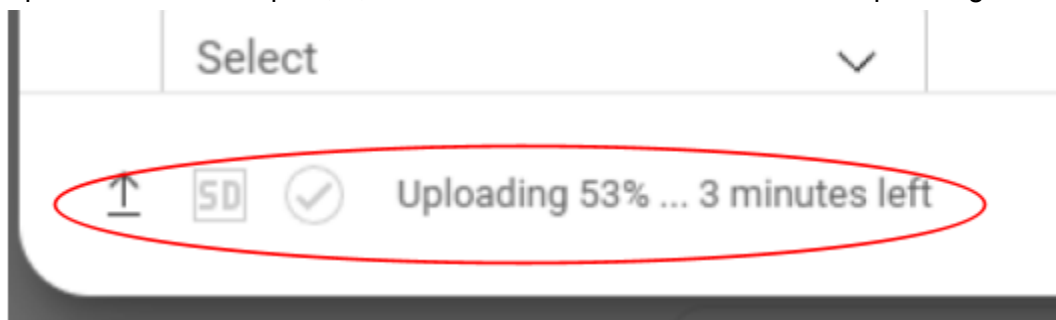
Step 4 - Selecting Your Video:

This will open up your file explorer app for your computer. Navigate to your video click on it and click “open”.

Warning: Make sure you select the correct video. The upload process can be stopped if the mistake is caught in time. But if you don't realize you uploaded the wrong video other people may be able to see it and save it before you delete it from your channel.



Your video is now uploading. Depending on how long your video is and your internet connection this might take a couple of hours. The upload process will be displayed at the bottom left of the pop-up screen. Note: steps 5, 6, and 8 can be done while the video is uploading.



Step 5 - Video Details:

You will also be asked to enter some details about your video:

1. A title for the video is required. You may provide it or YouTube will auto fill the title of the file being uploaded.
2. Adding a description to the video is optional.
3. A Thumbnail (photo that will be displayed on youtube before people click on your video) for the video you can upload it by clicking the “Upload file” under the Thumbnail header. This is an optional step and if a Thumbnail is not provided, youtube will use a screen shot taken from the video.

Warning: Make sure you select the correct Thumbnail. The Thumbnail can be changed at any time. But if you don't realize you uploaded the Thumbnail, other people may be able to see it and save it before you change it.

4. If you want to add your video to a playlist (a collection of videos) you can press “Select” under the Playlist header.
 - a. A list of your playlists will appear, click on any amount of them you want to add the video to.
 - b. If you want to make a new playlist click the “New Playlist” button and select “New playlist” from the selections that drop down
 - c. Click “Done” when all the playlists you want to upload to are selected.
5. By law, you are required to indicate if this video is made for kids or not.

Warning: If you set your video as for kids some features will not be available.

6. There are more details that you can add to your video if you press “Show more” but they are not necessary to upload a video and will not be covered in this guide.
7. Once you have completed the above steps, click “Next” on the bottom right of the screen

The screenshot displays the YouTube video upload interface, specifically the 'Details' tab. At the top, a progress bar shows four steps: Details (selected), Video elements, Checks, and Visibility. The 'Details' section includes a 'Reuse details' button and three numbered steps: 1. Title (required) with the text 'CSE300 HW2' and a character count of 10/100. 2. Description with a placeholder 'Tell viewers about your video (type @ to mention a channel)'. 3. Thumbnail with three options: 'Upload file', 'Auto-generated', and 'Text & compose'. Below the thumbnail section is the 'Playlists' section with a 'Select' button. On the right side, there is a 'Video link' field showing 'https://youtu.be/V8pOK9WE0w' and a 'Filename' field showing 'CSE300 HW2.mp4'. At the bottom, a status bar shows 'uploading 51% ... 3 minutes left' and a 'Next' button.

Search for a playlist

4a.

☐ Watch before next trip to Disney

☐ Watch later later

☐ Songs all

☐ Songs (instrumentals)

☐ movies to watch

☐ Series to watch

☐ Long videos to watch later

☐ Songs (lyical)

☐ anime eng covers

☐ SDV mods

4b.

New playlist

New playlist

New podcast

4c.

Done

CSE300 HW2

Saved as private

Details

Video elements

Checks

Visibility

Playlists

Add your video to one or more playlists to organize your content for viewers. [Learn more](#)

Select

Audience

Is this video made for kids? (required)

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

Features like personalized ads and notifications won't be available on videos made for kids. Videos that are set as made for kids by you are more likely to be recommended alongside other kids' videos. [Learn more](#)

5.

☐ Yes, it's made for kids

☐ No, it's not made for kids

Age restriction (advanced)

6. [Show more](#)

Paid promotion, tags, subtitles, and more

Uploading video...

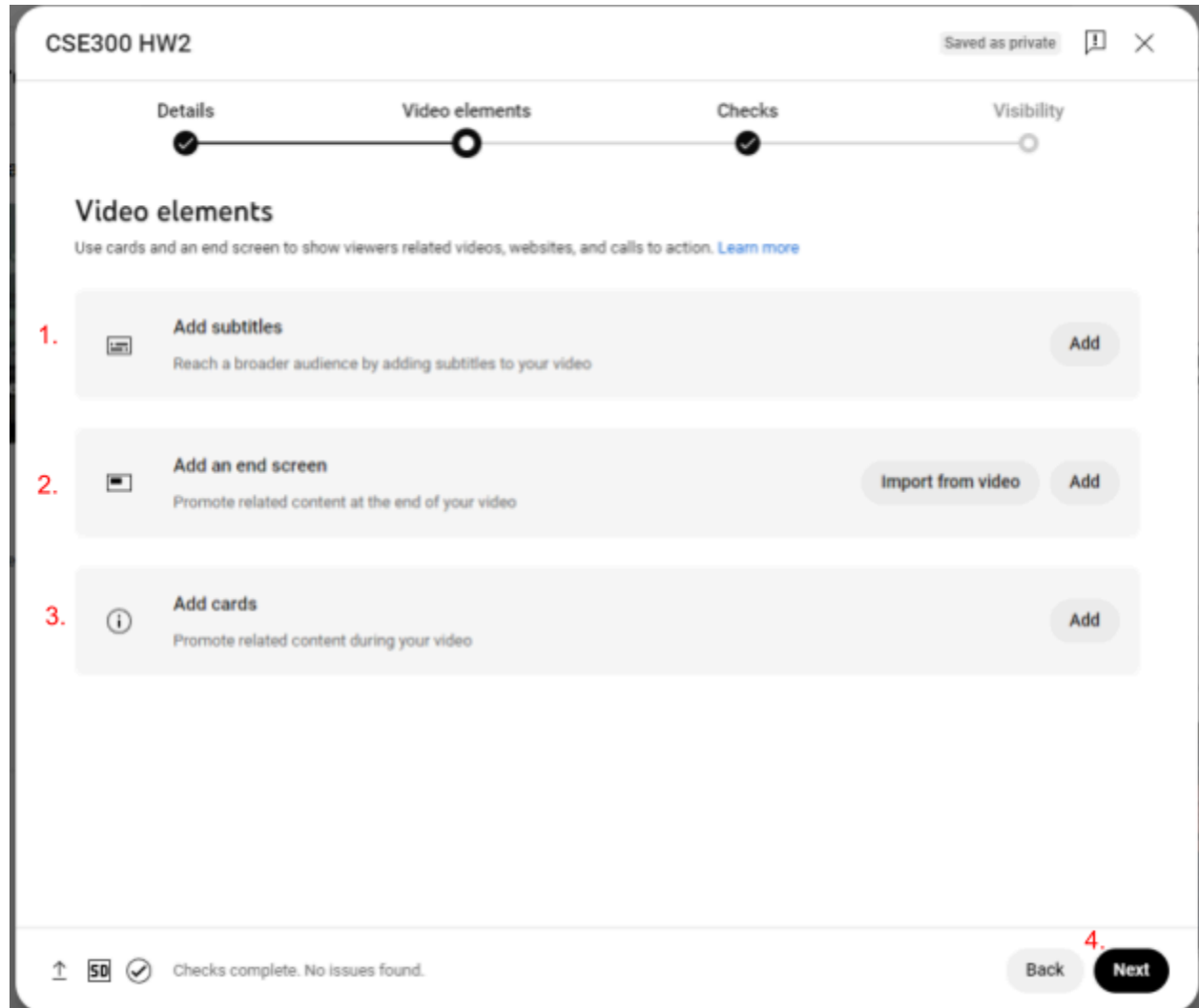
Video link
<https://youtu.be/V8pOK9WE0w>

Filename
CSE300 HW2.mp4

7. [Next](#)

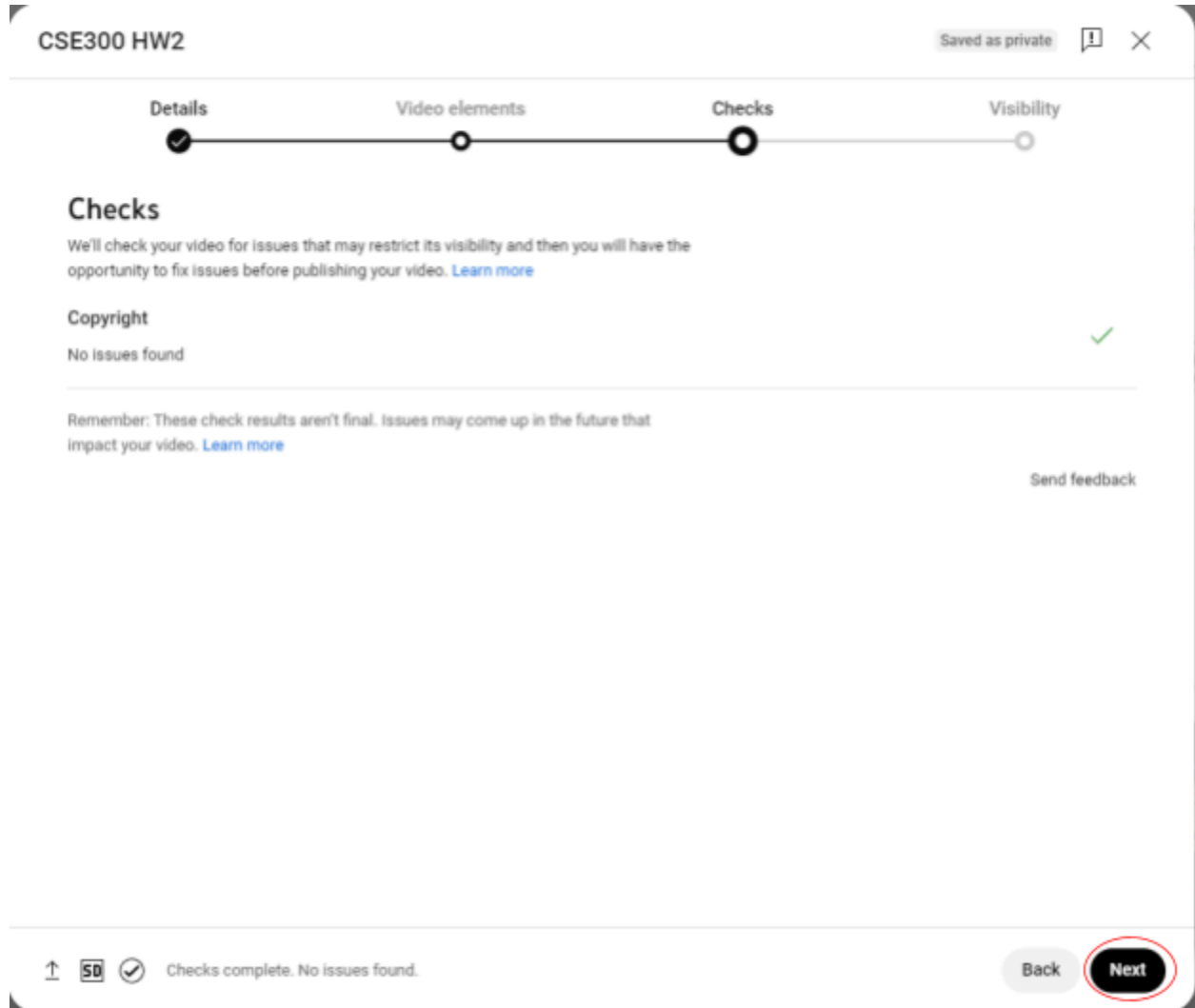
Step 6: - Video Elements:

Here you can add subtitles (1), add an end screen (2), or add cards throughout your video (3). An end screen adds links to other videos or playlists at the end of your video while cards are notifications that appear on the top right of the screen while the video plays that allows for links to other videos, channels or playlists. If you want to add any of these video elements you can do so here, but this is not important, therefore it does not meet the scope of this basic guide. After any optional video elements have been added, press the “Next” button (4) on the bottom of the screen.



Step 7 - YouTube Checks:

This page shows if there might be any issues in your video, like the use of copyrighted songs. YouTube will run checks against your video after it finished uploading. These instructions are going to assume there are no issues with your video. Once any issues are fixed, click on the Next button at the bottom of the screen.



Step 8 - Video Visibility:

You are now given 3 options of who can see your video

1. Private: only you and select people (Shared with their google accounts (1a)) can see your video
2. Unlisted: anyone with a link to your video can see your video.

Warning: If you upload an unlisted video to a public playlist people will be able to access your video through the playlist.

3. Public: anyone can see your video
 - a. If you make the video public you can set it as an instant premiere

If none of the 3 options are chosen, a time can be scheduled for when your video will become public (It will be set as private before that time). When you click on the box (4) to schedule a time it will expand with options to pick a date (4a), time (4b), Time Zone (4c) and to set the video to be a premiere (4d). If you make the video a premiere, the video will begin playing at the designated time and will continue to play through until the end. Any person joining after the start of the premiere can watch the video from that point going forward. Once the premiere is over your video will be a public video on your channel.

CSE300 HW2

Saved as private

Details

Video elements

Checks

Visibility

Visibility

Choose when to publish and who can see your video

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

1. ☒ Private
Only you and people you choose can watch your video

1a.

2. ☐ Unlisted
Anyone with the video link can watch your video

3. ☐ Public
Everyone can watch your video

3a. ☐ Set as Instant Premiere

4. **Schedule**
Select a date to make your video **public**

Before you publish, check the following:

Do kids appear in this video?
Make sure you follow our policies to protect minors from harm, exploitation,

Back

Save

Schedule
Select a date to make your video **public**

Schedule as public

4a. 4b. 4c.

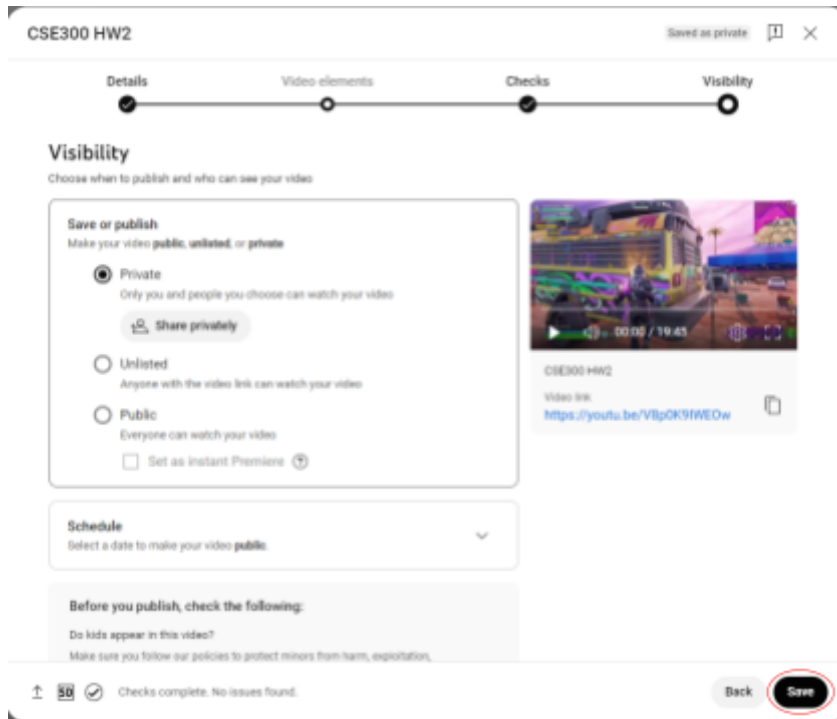
Video will be **private** before publishing

4d. ☐ Set as Premiere

Step 9 - Completing the Uploading Process:

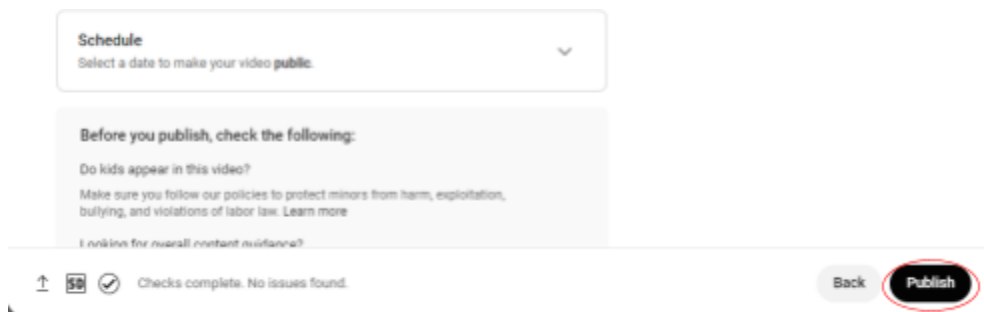
Once you completed the above steps, press the black button on the bottom right of the screen. If you made your video Private or Unlisted the button will say “Save”, if you made your video as Public it will say “Publish”, and if you Scheduled a release time for your video the button will say “Schedule”.

Private or Unlisted:



The screenshot shows the YouTube upload interface for a video titled "CSE300 HW2". The progress bar at the top indicates four steps: Details, Video elements, Checks, and Visibility. The "Visibility" step is currently active. The "Save or publish" section offers three options: "Private" (selected), "Unlisted", and "Public". The "Private" option is highlighted with a red circle. Below this, there is a "Share privately" button. To the right, a video player shows a thumbnail of a city street scene. Below the player, the video title "CSE300 HW2" and a video link are displayed. The "Schedule" section is collapsed. At the bottom, a "Before you publish, check the following:" section contains a question about kids appearing in the video. The bottom right corner features a "Back" button and a "Save" button, which is circled in red.

Public:



The screenshot shows the YouTube upload interface for a video titled "CSE300 HW2". The progress bar at the top indicates four steps: Details, Video elements, Checks, and Visibility. The "Visibility" step is currently active. The "Save or publish" section offers three options: "Private", "Unlisted", and "Public". The "Public" option is selected. Below this, there is a "Share privately" button. To the right, a video player shows a thumbnail of a city street scene. Below the player, the video title "CSE300 HW2" and a video link are displayed. The "Schedule" section is collapsed. At the bottom, a "Before you publish, check the following:" section contains a question about kids appearing in the video. The bottom right corner features a "Back" button and a "Publish" button, which is circled in red.

Scheduled:

The image shows the YouTube Studio 'Schedule' interface for a video titled 'CSE300 HW2'. The video is currently set to be published on 'Oct 7, 2025' at '12:00 AM' in the 'Time zone'. The video will be 'private' before publishing. There is a checkbox for 'Set as Premiere' which is currently unchecked. Below the scheduling options, there is a section titled 'Before you publish, check the following:' with two items: 'Do kids appear in this video?' and 'Looking for overall content guidance?'. Both items have links to learn more. At the bottom, there is a status bar showing 'Checks complete. No issues found.' and two buttons: 'Back' and 'Schedule'. The 'Schedule' button is highlighted with a red circle.

Schedule
Select a date to make your video **public**.

Schedule as public

Oct 7, 2025 12:00 AM Time zone ?

Video will be **private** before publishing

☐ Set as Premiere ?

Before you publish, check the following:

Do kids appear in this video?
Make sure you follow our policies to protect minors from harm, exploitation, bullying, and violations of labor law. [Learn more](#)

Looking for overall content guidance?
Our Community Guidelines can help you avoid trouble and ensure that YouTube remains a safe and vibrant community. [Learn more](#)

Checks complete. No issues found.

Back **Schedule**

Conclusion:

Congratulations you have successfully added a video to YouTube for others to watch and enjoy. Remember to send links to family and friends. On the YouTube Studio page, the “?” button on the top right corner of the page will provide any additional support.