1. Go to Youtube.com
2. If you already have a Google or YouTube account skip to step #5. If you do not have a Google or YouTube account click the “Create Account” link located across the top of the YouTube web page.

3. Fill in the information on the next page, check the box to accept YouTube’s Terms of Service and Privacy Policy then click the box labeled “Next Step” to complete the account creation.
4. After the account creation is completed you will be automatically signed in to YouTube. Your account name will be visible in the top right hand corner of the web page.

5. You are now ready to upload videos to YouTube. To get to the upload page click the upload button located across the top of the YouTube web page.

6. Clicking the upload button will bring you to the upload page.

From here there are many ways you can begin an upload to YouTube.
- You can click the “Select Files from Your Computer” button which will open a window and allow you to browse your hard drive for video files you would like to upload.
- The “Upload Multiple Files” button will open a window that allows you to browse your hard drive for video files. To select multiple video files you must hold down the control button on your keyboard. While holding the control button you can highlight multiple files to be uploaded by clicking on them.
- You can also drag and drop a video file anywhere on this page to begin the upload.
7. Once the video upload is complete you will be brought to the video information page. This is where you can apply settings to your video. Fill in the text boxes with the information you would like to be seen. “Tags” are key words you can tie to your video. For instance, if your video is about computers, you would put computer in the tags box. When someone searches YouTube for videos on computers, your video will be one of the many that will be available.
8. There is also an advanced tab located in this window. You can allow or deny comments and responses on the video and also make the video available on mobile devices.

9. Once you are finished filling in all of the information for the video you can close the window. Your video is now uploaded and will be available to view on YouTube shortly.

If you would like more information on using YouTube.com you can go to http://support.google.com/youtube/?hl=en to learn more.