How to Upload Videos to Your Personal YouTube Account

*If this is the first time you are accessing your personal YouTube account. Please first read our PDF handout “How to Set Up Your Personal YouTube Account”

1. Log-in to MyNOVA as if you are going to log into Blackboard

2. Click on the link to your Gmail account

3. Click on the ‘apps’ icon at the top right of the screen

4. Click on the ‘YouTube‘ icon – you may need to click ‘more’ to see the icon

5. If necessary, click the ‘Sign In’ button at the top right. You will automatically be signed in to your personal YouTube account

6. Click the ‘Upload’ button at the top of the screen
7. Click on the dropdown box next to ‘Privacy’ and choose ‘Unlisted’

8. Click ‘Select Files to Upload’ and navigate to your mp4 video

9. Your video will begin to upload.

* If your video is too large and you get an error message follow steps 10 - 14. If you have no problems uploading skip to step 15.

10. Access your YouTube Settings by clicking on the down arrow at the top right, and the choosing ‘YouTube Settings’

11. Under the ‘Overview’ heading, click on ‘View Additional Features’

12. Under the ‘Features’ heading, choose to ‘Enable’ Longer Videos

13. You will be required to enter your cellphone number, and will immediately receive an automated call with a passcode for you to enter. This is perfectly safe, and is required in order to post larger files to YouTube through your NOVA account

14. Once permission is enabled, you can return to the ‘Upload’ screen and upload your video

15. Once the upload and processing is complete. You will be able to view your video!