

User Guides – Me in a Minute

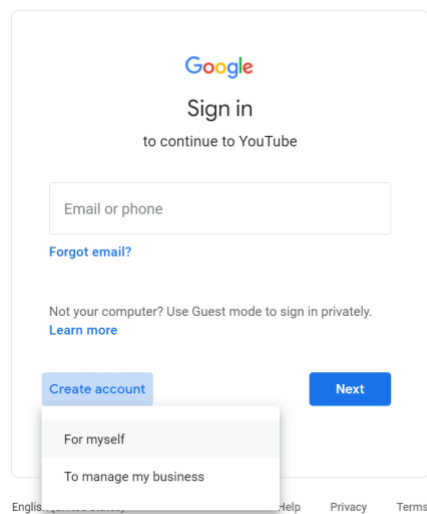
Using YouTube

YouTube lets you upload video content and have complete control over it, even after you leave Deakin. Once you have recorded a video and/or edited it, follow the guide below to upload and share your Me in A minute Video through YouTube.

Creating an account

If you already have a Google account you can skip this section.

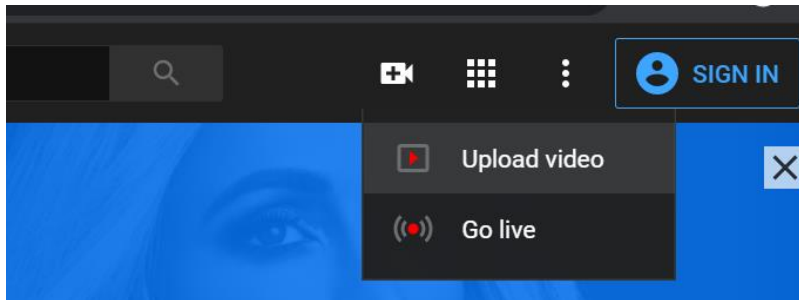
1. To start uploading videos on to YouTube, you will need to first have a google account. Head over to <https://www.youtube.com/> and click on [Sign in](#) on the top right of the page.
2. You'll then be taken to the Google Sign in page. From here select [Create account](#) and choose 'For myself' from the drop down.



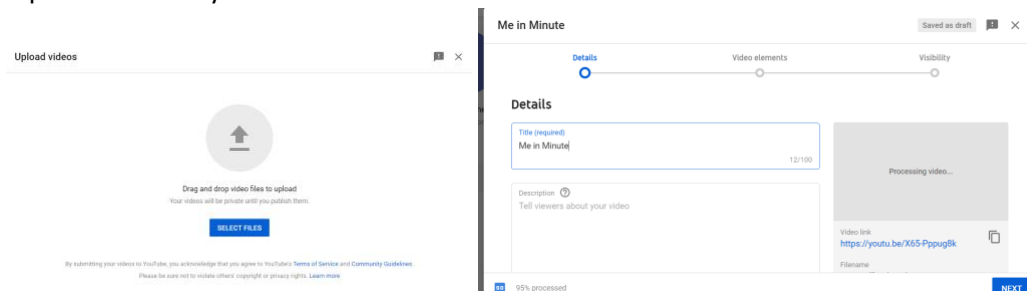
3. After following the prompts and filling out the required fields and you should be logged in and taken back to the YouTube homepage.

Uploading a video

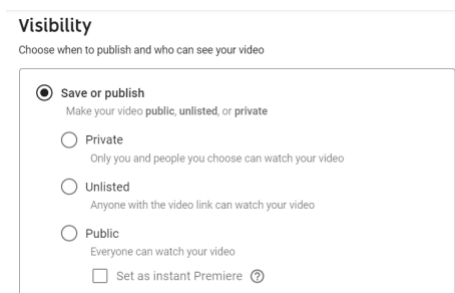
1. From the YouTube homepage, click on the **Create** button and select **Upload video**. Then select the video or drag and drop it into the upload area. This can be a video you recorded on your phone or laptop, or even one you've edited with some other application. YouTube will automatically create captions for any videos you upload.



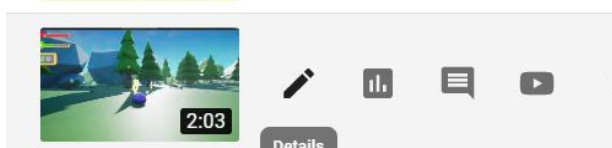
2. YouTube has some mandatory fields that you need to add in and you can set the title and description however you wish as well as select a thumbnail.



3. Under the visibility tab select the privacy setting for the video. Select **Unlisted** if you do not want people to find the video unless they have a direct link to it. If you want to share the video to multiple platforms, make the video **Public**.



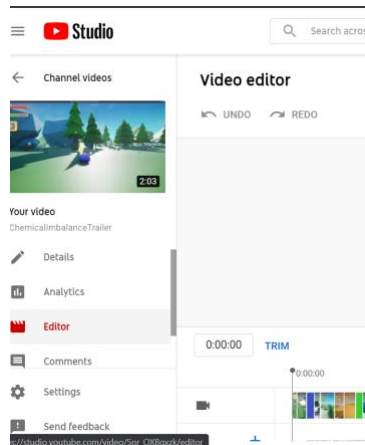
4. Once the video is uploaded, click on the editing icon. Here you can change basic settings that you set when uploading the video.



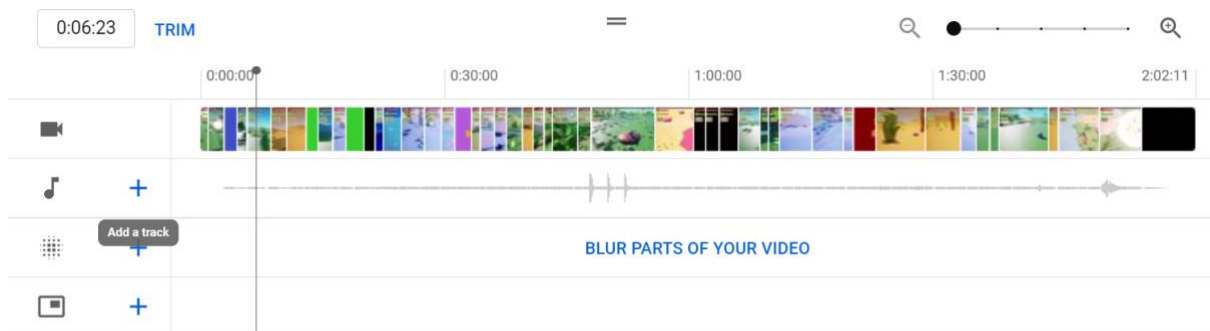
YouTube editor

The YouTube editor gives you control over the timeline of your uploaded video.

1. When in the YouTube Studio view, after clicking on a video, select **Editor** from the menu on the left.



2. Using the tracks in the timeline, you can trim the video by selecting **Trim**. Once **Trim** is selected, clicking on the timeline will create trim points. Dragging from these points will remove parts of the video.
3. The editing tracks can also be used to add music or blur out parts of the video.

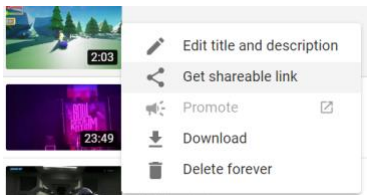


More information on editing can be found at

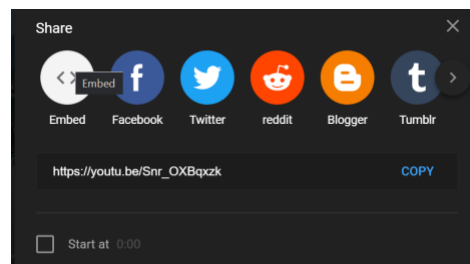
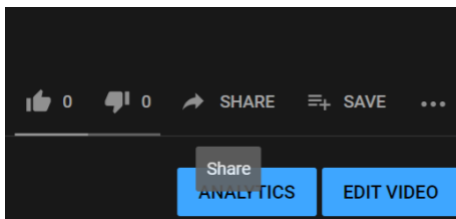
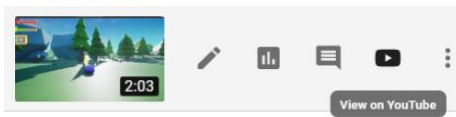
<https://support.google.com/youtube/answer/9057455?hl=en>

Sharing

1. From your dashboard click video from the menu on the left of the screen. Select the video, click the three dots and select [Get shareable link](#). This link can now be shared on any social media of your choice.



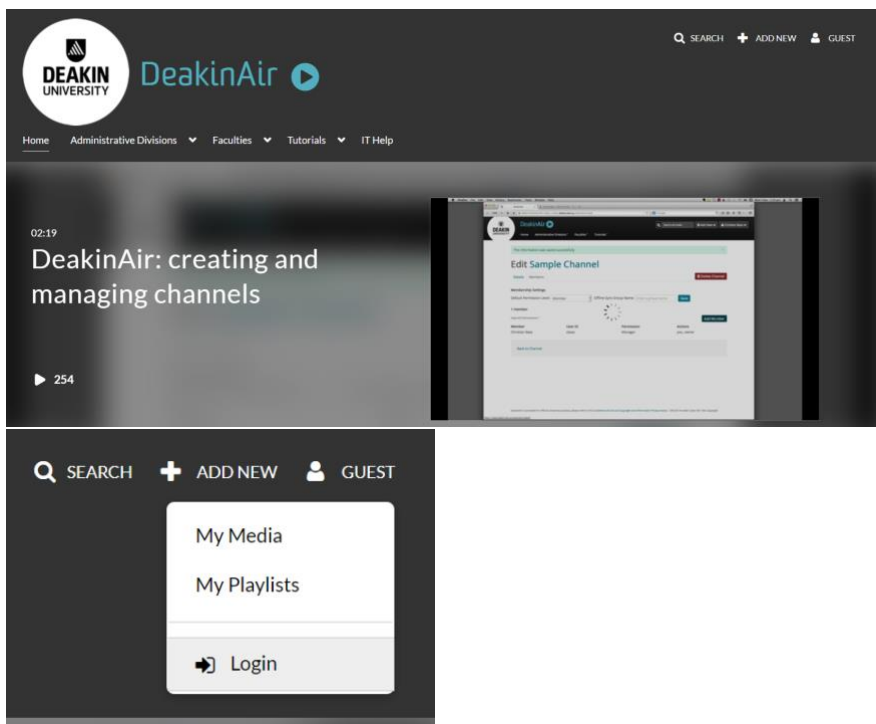
2. If you want to embed the video (e.g. for LinkedIn or twitter) then select [View on YouTube](#) on the video. Then from the video, select [Share](#) and [Embed](#)



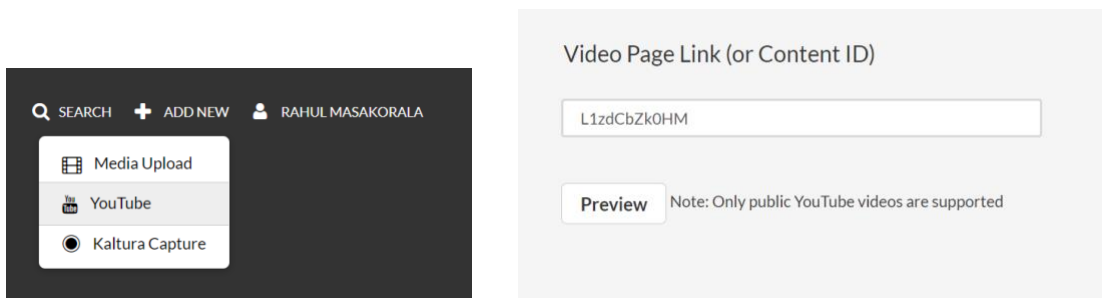
Sharing YouTube video to DeakinAir

You can also share your Me in a Minute video to DeakinAir, Deakins own video sharing platform. This is completely optional, but if you would like to share it and have it visible throughout the university, follow the guide below.

1. To access DeakinAir, navigate to <https://video.deakin.edu.au/> and click on the **Guest** icon at the top right of the screen.
2. From the dropdown menu select **Login**. If you are not already logged on using the SSO (Secure Sign On), you will need to use your Deakin account to login.



3. To add the YouTube video to Deakin Air select **Add new** and select **YouTube**. Then paste the link from the video to add it. (It needs to be set to public on YouTube to be added). Press preview to see the video within DeakinAir.
4. Agree to the conditions of use by clicking on the checkbox.



5. When adding the YouTube link, there are a number of fields to fill. Make sure to fill in fields like description and tags if you want the video to be easily found.