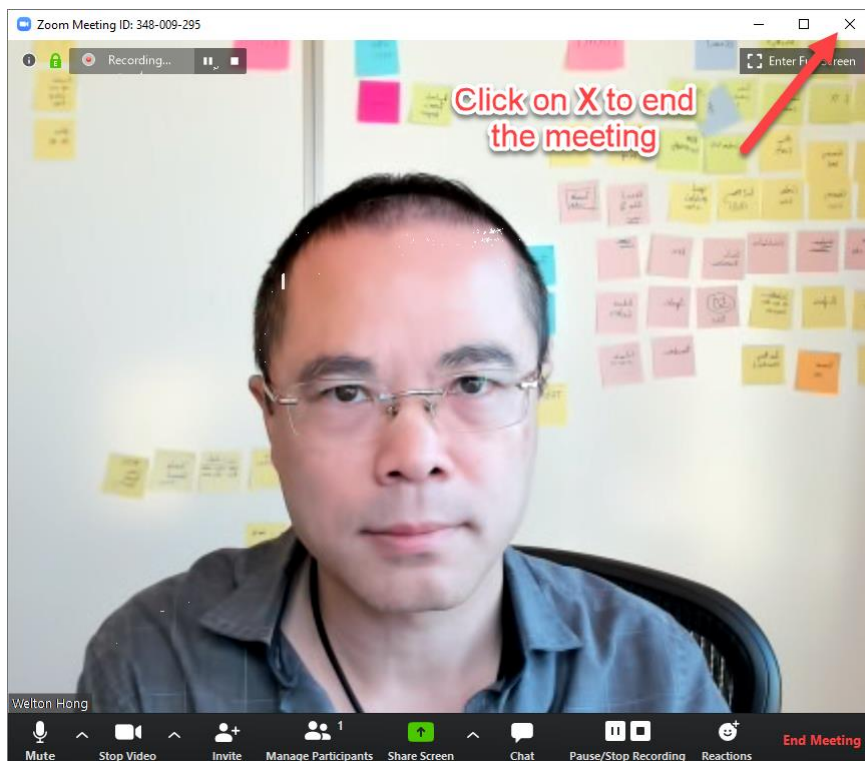
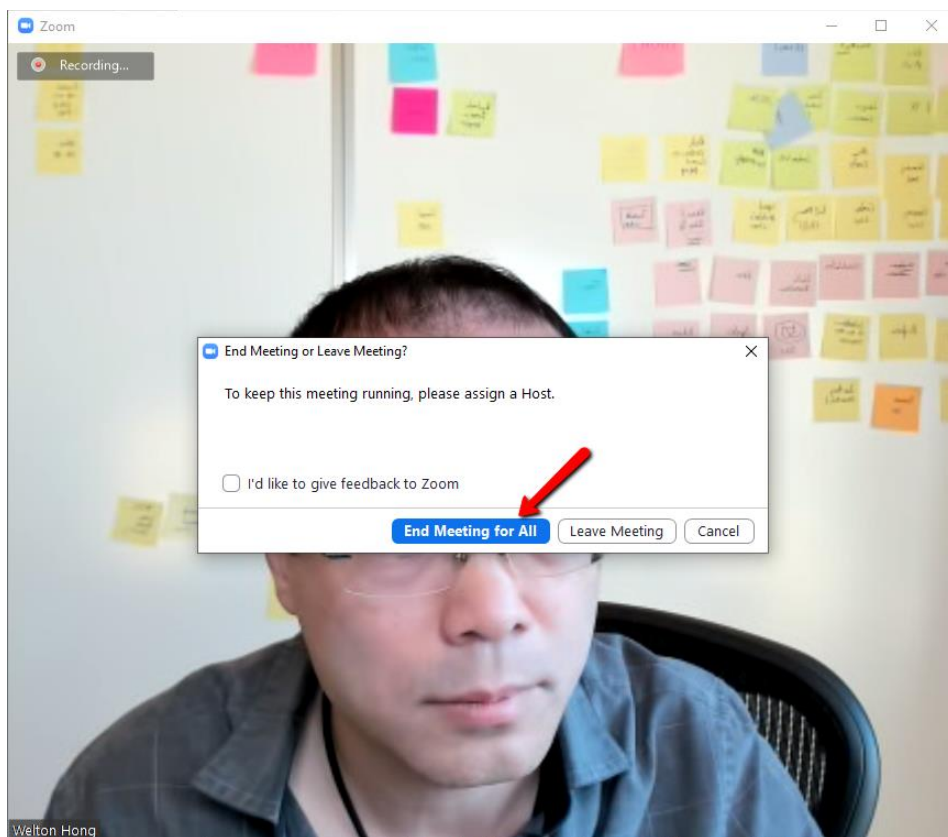


How to end a Zoom session and upload the file onto Youtube

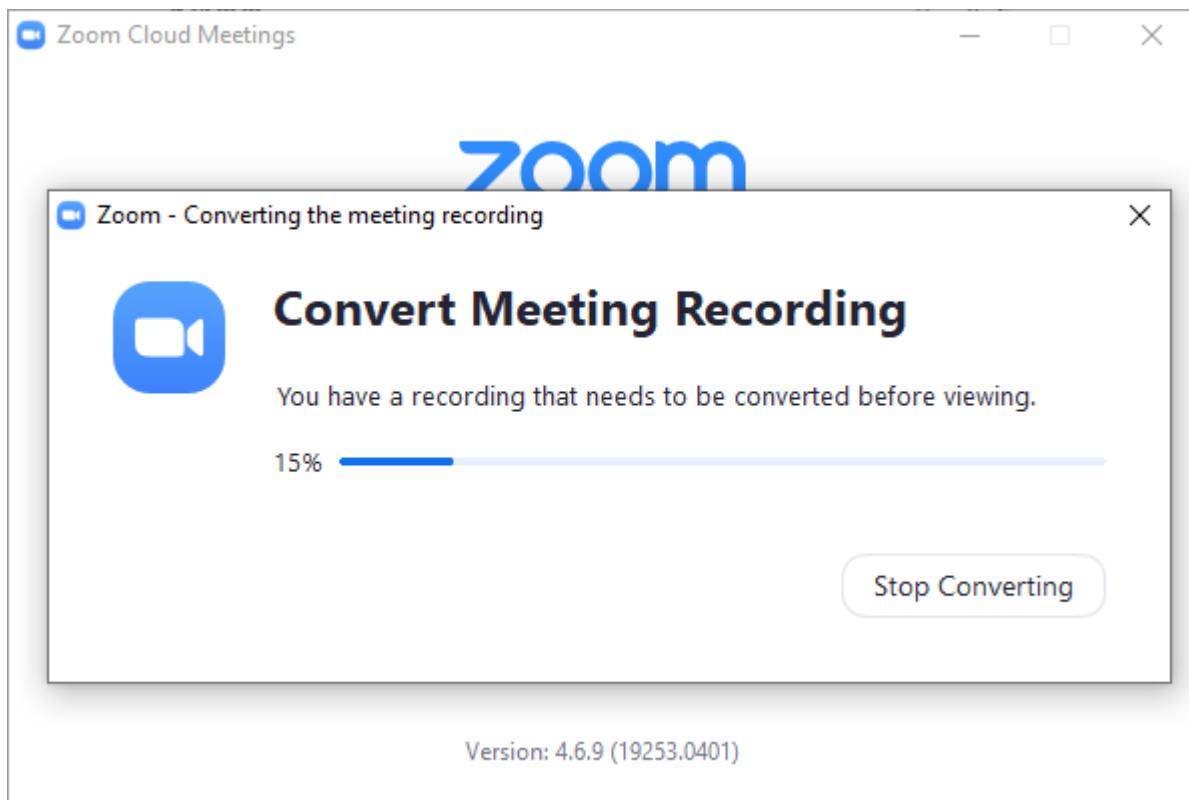
1. Click on "X" on the top right hand corner to end the meeting



2. Click on "End Meeting for All"



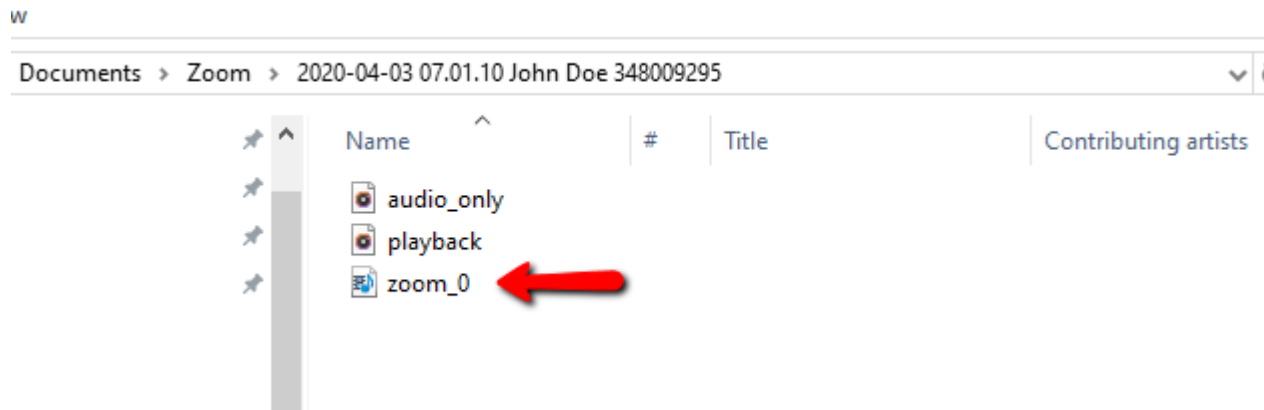
- Wait for the video to be saved onto your computer. This might take 3 to 10 minutes depending on the length of the meeting.



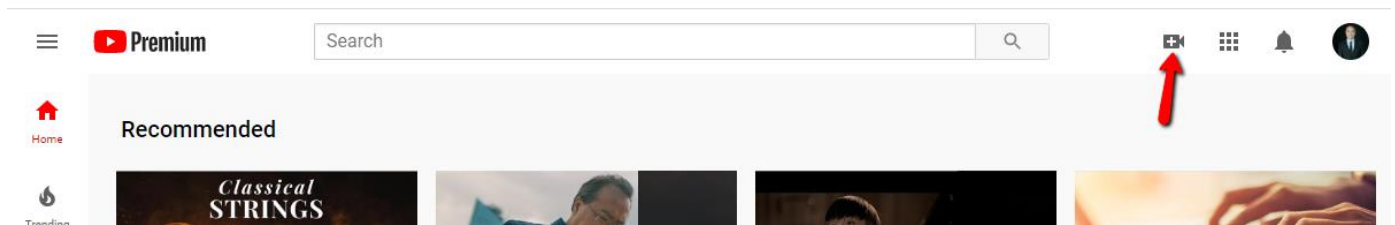
- Find that file in your computer. It should be categorized by the meeting session.

Zoom					Search Zoom	
	Name	Status	Date modified	Type		
	2020-04-03 07.01.10 John Doe 348009295		4/3/2020 7:04 AM	File folder		
	2020-04-03 06.58.17 John Doe 348009295		4/3/2020 7:00 AM	File folder		
	2020-04-03 06.48.17 John Doe 348009295		4/3/2020 6:50 AM	File folder		
	2020-04-02 16.19.48 Welton Hong's Personal Meeting Ro...		4/2/2020 5:57 PM	File folder		
	2020-04-02 07.23.13 Welton Hong's Personal Meeting Ro...		4/2/2020 7:25 AM	File folder		
	2020-04-01 12.06.41 Comfortex 703226857		4/1/2020 1:21 PM	File folder		
	2020-03-30 11.09.29 Ring Ring Marketing Zoom Meeting ...		3/30/2020 12:54 PM	File folder		
	2020-03-28 08.33.29 Content Team 871335527		3/28/2020 9:11 AM	File folder		
	2020-03-27 13.03.58 Welton Hong's Personal Meeting Ro...		3/27/2020 2:40 PM	File folder		
	2020-03-27 09.13.24 Comfortex 703226857		3/27/2020 10:21 AM	File folder		

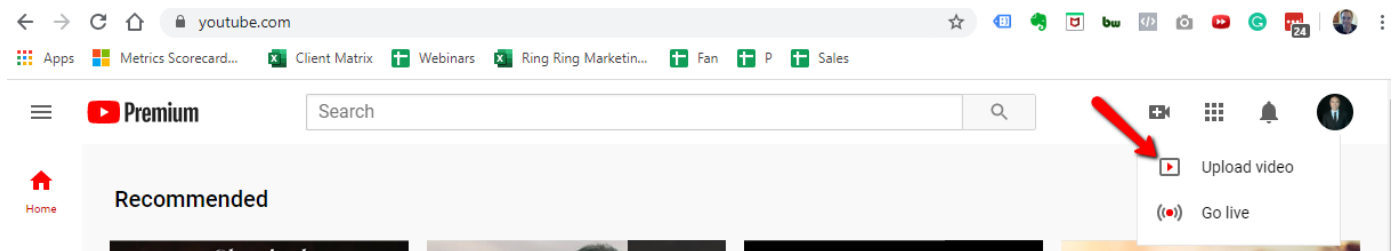
5. The “zoom_0” file is the file that you want to share with families. But that file is very large. I will consider it uploading onto Youtube as a secured link.



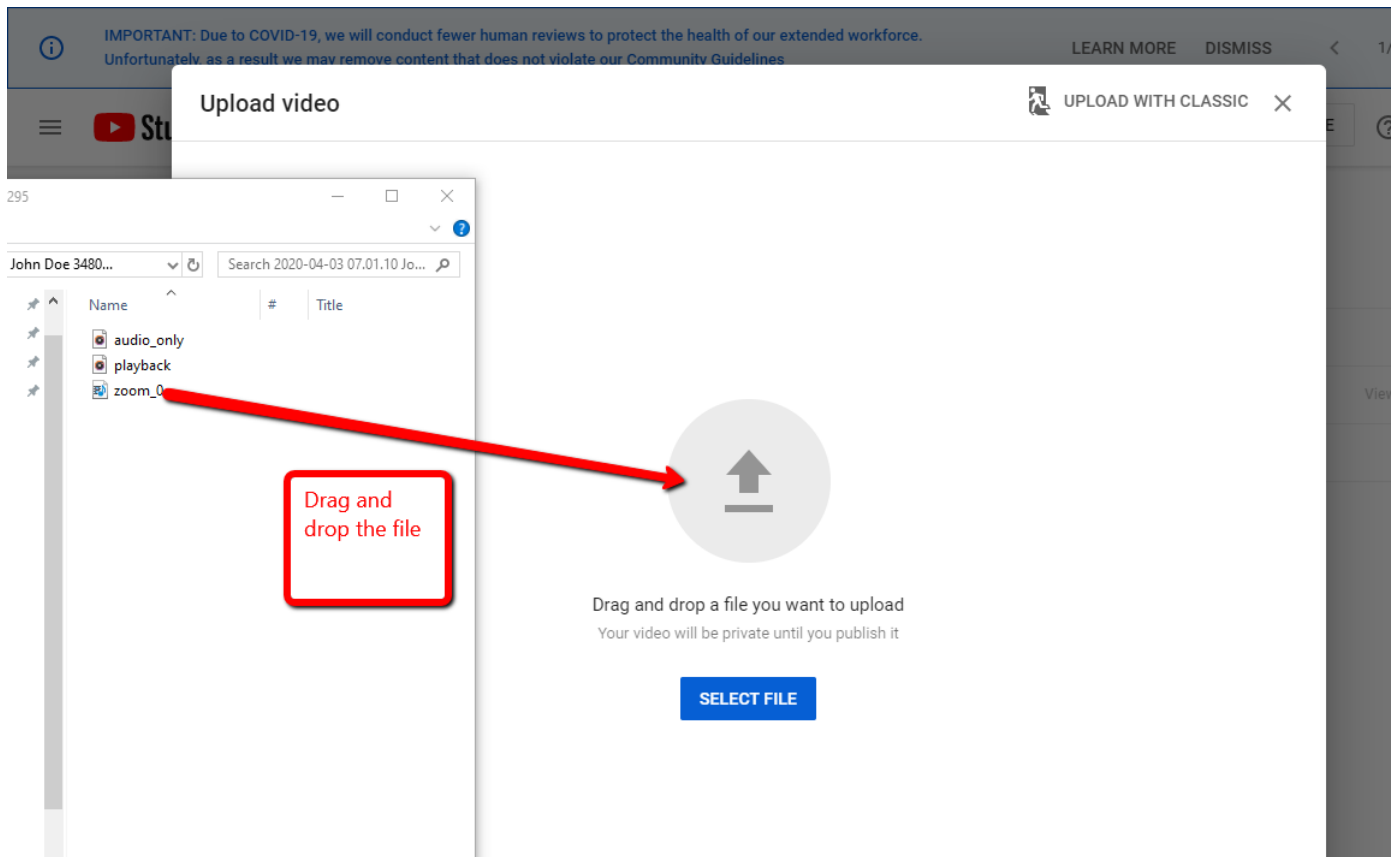
6. Go to www.Youtube.com and sign in and click on the + sign



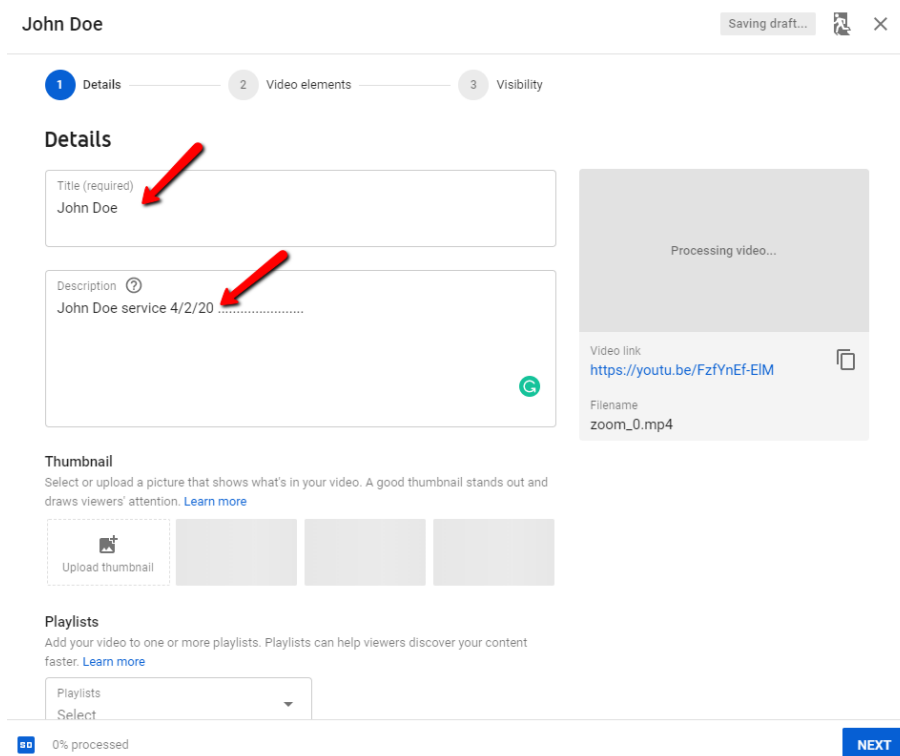
7. Click on “Upload video”



8. Drag the zoom_0 file over and drop it in



9. Fill in the Title and Description



10. Select “No, it’s not made for kids” and click on “NEXT”

Playlists

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

Playlists
Select

Audience

Is this video made for kids? (required)

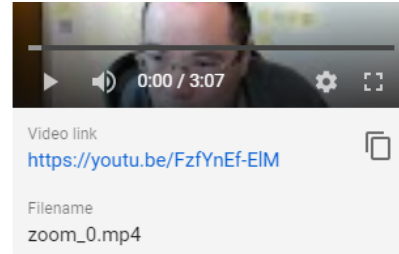
Regardless of your location, you’re legally required to comply with the Children’s Online Privacy Protection Act (COPPA) and/or other laws. You’re required to tell us whether your videos are made for kids. [What’s content made for kids?](#)

- ☐ Yes, it’s made for kids
- ☒ No, it’s not made for kids

Age restriction (advanced)

MORE OPTIONS

Paid promotion, tags, subtitles, and more



Finished processing

NEXT

11. Hit “NEXT”

John Doe

Saved as draft



- 1 Details — 2 Video elements — 3 Visibility

Video elements

Use cards and an end screen to show viewers related videos, websites, and calls to action. [Learn more](#)



Add an end screen

Promote related content at the end of your video

ADD



Add cards

Promote related content during your video

ADD

Finished processing

BACK

NEXT

12. Selected "Unlisted" and click on "SAVE"

John Doe

Saved as draft



Details

2

Video elements

3

Visibility

Visibility

Choose when to publish and who can see your video



Save or publish

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



Public

Everyone can see your video



Set as instant Premiere ?



Unlisted

Anyone with the video link can see your video



Private

Only you and people you choose can see your video



Schedule

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

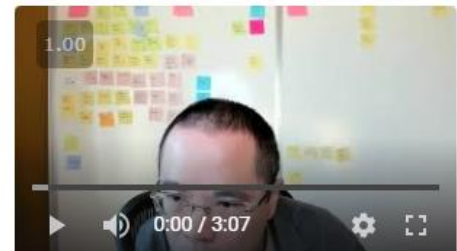
Before you publish, check the following:

Do kids appear in this video?

Make sure you follow our policies to protect minors from harm, exploitation, bullying, and violations of labor law. [Learn more](#)

Looking for overall content guidance?

Our Community Guidelines can help you avoid trouble and ensure that



John Doe

Video link

<https://youtu.be/FzfYnEf-EIM>



Finished processing

BACK

SAVE

13. Copy the video link and email that to the families

