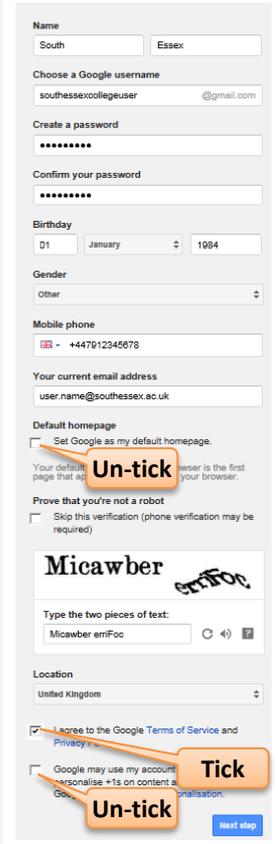
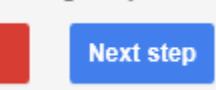


Setting Up a YouTube Account

Introduction: You need a Google Account to sign in to YouTube. A Google Account gives you access to all Google products (e.g. Gmail, Google Groups, Picasa, Web History, YouTube and more).

If you've signed in to any of these products before, you already have a Google Account. To sign in, enter the email address you entered on those products (if you use Gmail, it's your Gmail username). If you don't have a Google Account, you can create one when you sign up for YouTube.

You can also link your staff e-mail address to your YouTube log-in, meaning that you don't have to use an additional e-mail address after the set-up is complete.

	<p>a. In your web browser [<i>internet explorer</i>] Go to www.youtube.com</p> <p>b. In the top right hand corner, click 'Sign in'</p>	
	<p>c. In the top right hand corner click 'Create An Account'</p> <p>d. You will be presented with a page requesting your details:</p> <ol style="list-style-type: none"><i>In the 2nd line box, you will be asked to enter a new Gmail account username; this will later be replaced with your staff e-mail address.</i><i>Google & YouTube utilise a great deal of security, particularly including your mobile phone; so make sure the number</i><i>In the box asking for your Current E-mail Address, enter your staff e-mail address</i>	
	<p>e. Assuming all details have been accepted by Google/Youtube, you will be presented with a welcome screen. Click 'Next Step' [You will also receive an e-mail in your staff account confirming sign-up to Google & YouTube]</p>	
	<p>f. In the top right hand corner, next to a blue silhouette click the triangle facing down. In the drop down box click 'Account'</p> <p>g. Next to the text that says 'E-mail', click 'Edit'</p>	
<p>h. Go to your staff e-mails and you should have received an e-mail titled 'Google Email Verification', inside will be a long link, click the link to verify your e-mail address.</p> <p>i. You will be asked to re-enter your password as verification, then click Verify</p> <p>j. Click 'Sign-In' and re-enter your password (again)</p> <p>k. In account settings you should see that your staff e-mail address has been added as an 'Alternative E-mail Address', as a result you can use this address (your staff e-mail address) to sign-in to YouTube & Google without having to remember a new username. The password will remain as set during the set-up procedure.</p> <p>l. To check this works, click the triangle (as in step f) and click 'Sign-Out'.</p> <p>m. Go to www.youtube.com, click 'Sign-In' and enter your staff e-mail address and the password (set in step d)</p>		