

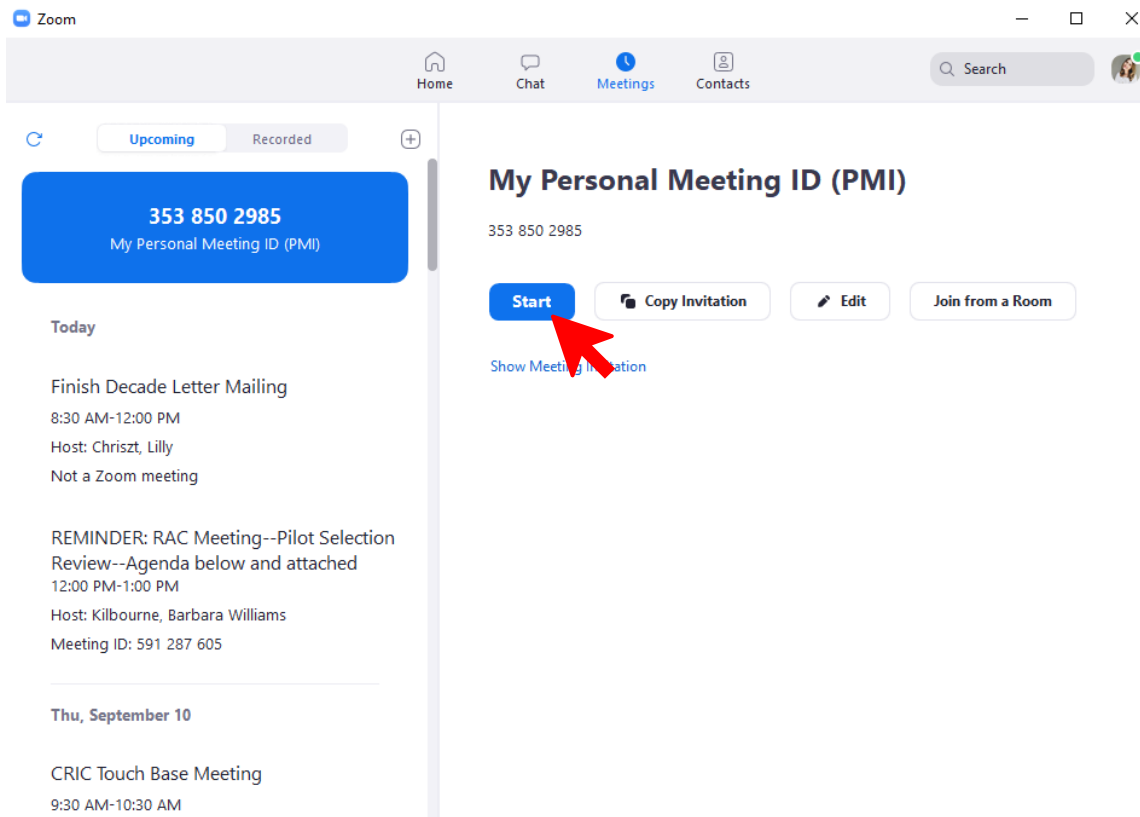


Instructions for Recording Yourself on Zoom

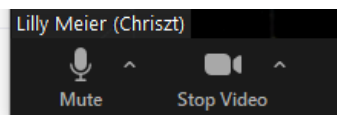
1. Open your Zoom by clicking on the Icon in your toolbar



2. When your personal Zoom program opens, go to My Personal Meeting (PMI) and choose "Start." This will start a Zoom meeting where you are the host and only participant. You may also choose to schedule a meeting via Outlook and login as the host, if you are more comfortable with that.

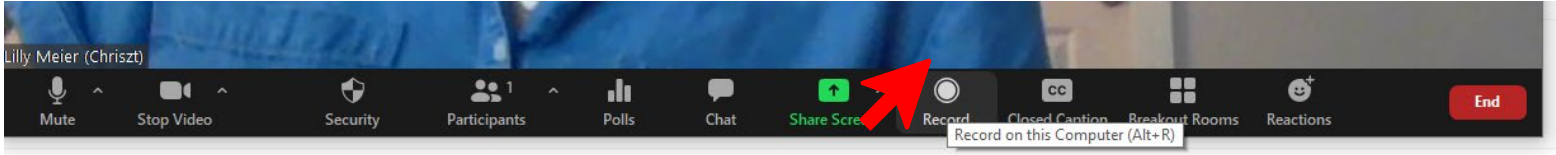


3. Start Video and Unmute yourself if you are muted.

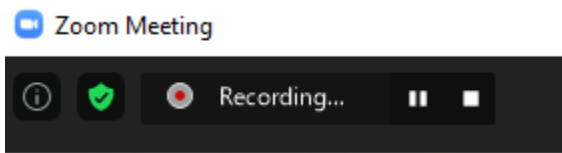




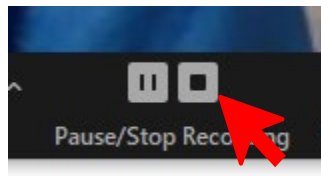
- When you are ready to start, choose "Record." This will begin the recording immediately.



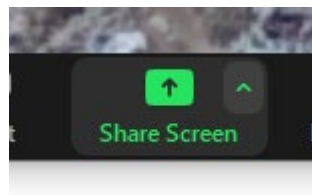
You may hear a voice say, "This meeting is being recorded." When recording, you will also see this in the top left corner of your screen:

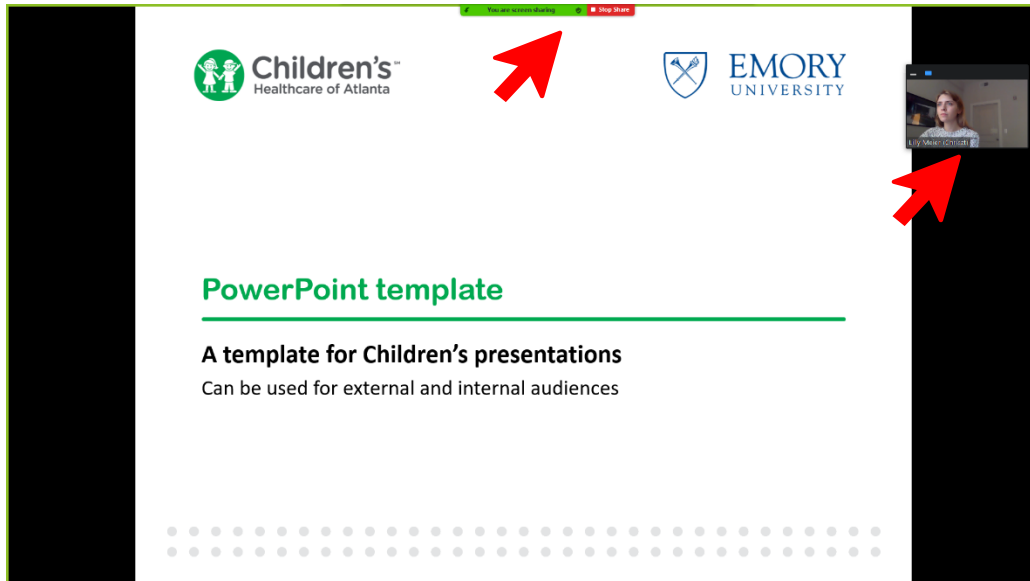


- You may pause or stop the recording at any time by choosing those options on the toolbar in Zoom.
 - Pausing** and starting the recording will result in **one** (1) saved mp4 file that stops and starts the video as you have chosen.
 - Stopping** and starting the recording will result in **multiple** saved MP4 Files.

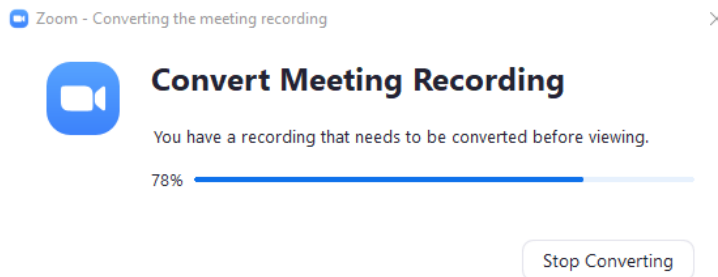
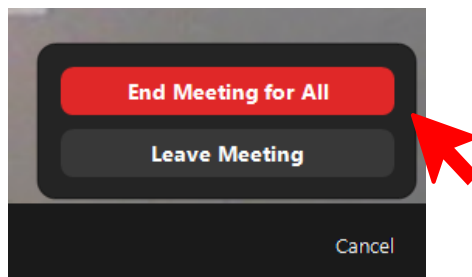


- Share your screen with the presentation you want to show.
 - NOTE: You will see yourself floating in a box, and the green outline outside your shared screen.**





- 7. When you are finished, end the meeting. Depending on how long your video is, you may see the message below. Let the file fully convert.

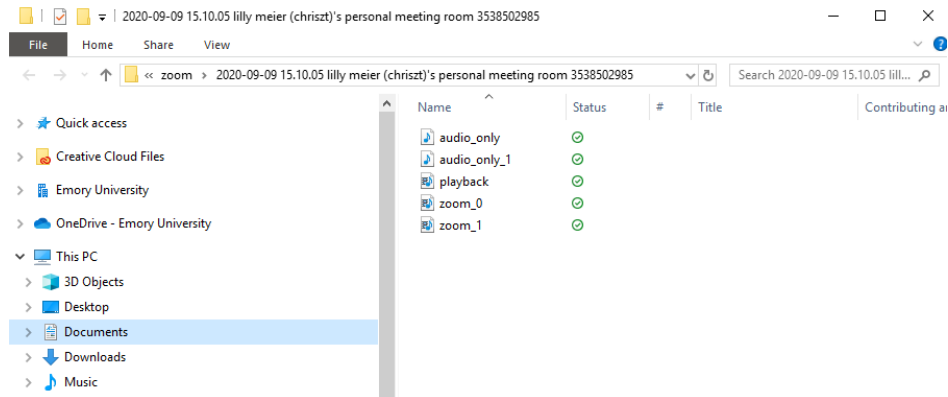


- 8. When the video is finished converting, your File Explorer will flash orange. This means that the video has been saved to your computer. Click on File Explorer and you will be taken to:

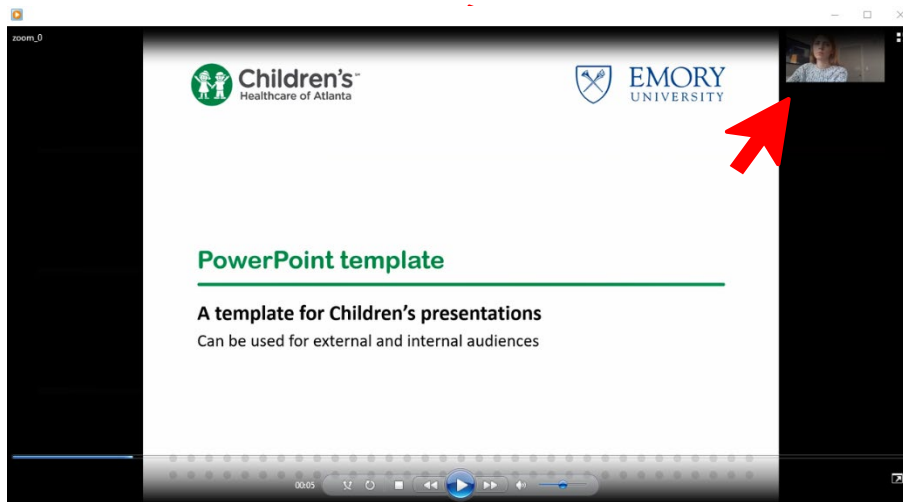
This PC > Documents > zoom > Date and Meeting Name



- a. In this folder, you will see several items. If you **stopped** and started recording, you will see multiple mp4 files, starting with zoom_0 (additional videos will be named "zoom_1", "zoom_2", etc.) If you paused recording, you will only see one mp4 file.



- 9. Watch your video(s) (auto-named "zoom_0", "zoom_1", etc.) and make sure the audio and video are working properly.
 - a. NOTE: Your video will show your shared screen presentation, and your video small in the top right corner.



- 10. When finished, please rename your video: Lastname_Firstname _short video description (example: Smith_Jane_Clinical Care Update_04.21.21)

- 11. Email the file to your contact. If the file is too big, you can upload it to OneDrive or Teams and send share your contact, if they are internal to Emory. Other ways to share large files include DropBox, Box, and Google Drive.

If you need extra assistance, please email Lilly Meier lilly.meier@emory.edu.

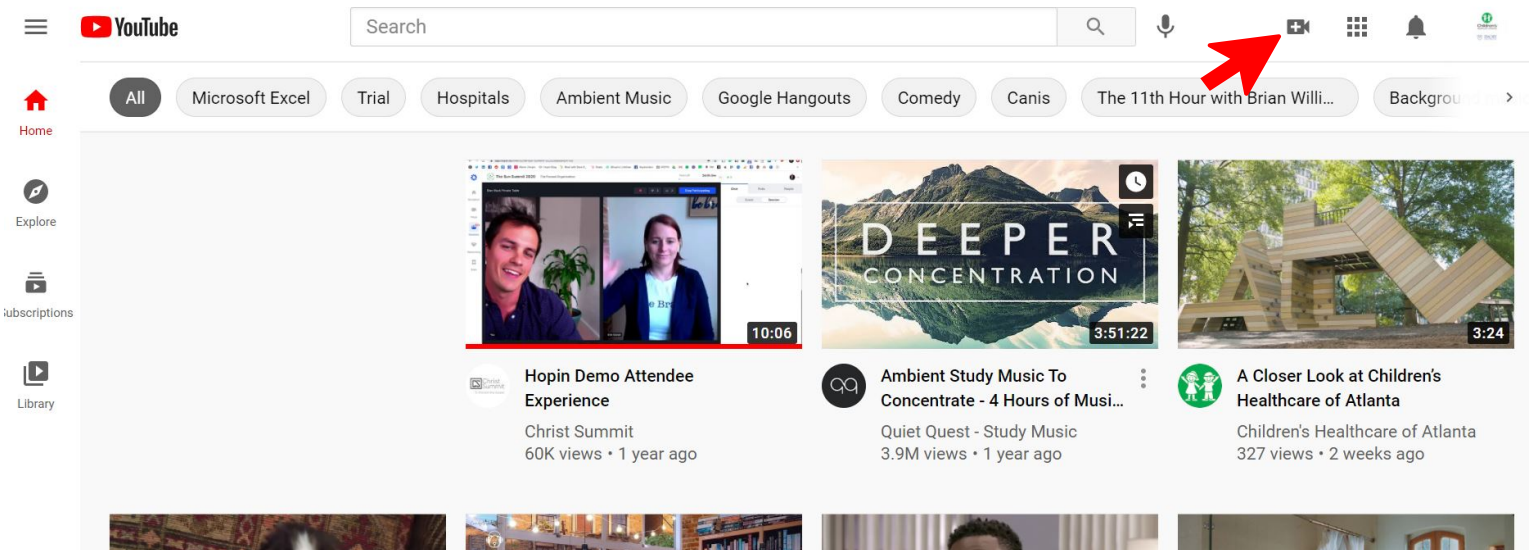


Instructions for Uploading a Video to YouTube

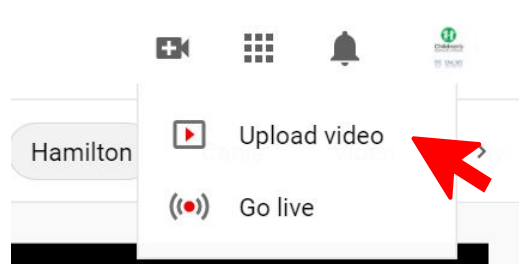
1. When you have a completed video that is saved in mp4 format, you may upload the final product to YouTube.
2. Go to www.youtube.com and sign in to a YouTube account using the "SIGN IN" button in the top right corner.



3. If you already have a YouTube or Google account, you can sign in. You may have to create a free account. Watch an instructional video [here](#) if needed.
4. Once signed in, you will see a video camera icon in the top right corner. Hover over this, and you will see "Create."

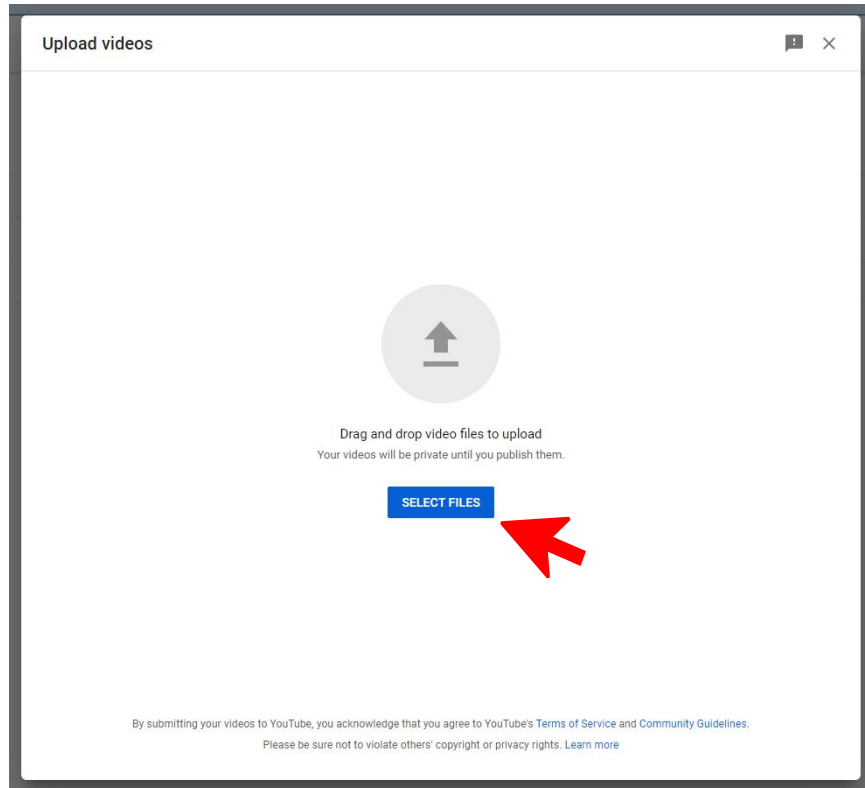


5. When you click "Create," you will see two options: "Upload Video" and "Go Live." Choose "Upload Video."

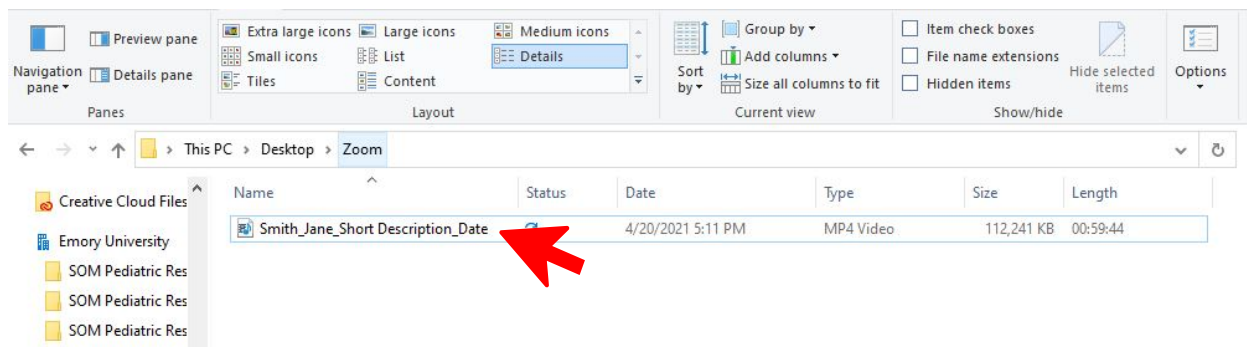




6. You will then be prompted to select your video files to upload. You can drag and drop the file or hit "SELECT FILES."



7. Your file explorer will open, and you will select the mp4 file you want to upload.





- As your video uploads, you'll have the opportunity to edit the title and add a description. This is all done on the first step - "Details" (see at the top in blue.)

A Short But Descriptive Title Saved as draft

Details Video elements Checks Visibility

Details

Title (required)
 A Short But Descriptive Title

Description
 Please write a short description of your video.

Processing video...

Video link
 https://youtu.be/hxpiWg_EyCc

Filename
 Smith_Jane_Short Description_Date.mp4

Thumbnail
 Select or upload a picture that shows what's in your video. A good thumbnail stands out and

- When your video is finished processing, you will have the opportunity to chose a thumbnail. You may choose one of the three images pulled from your video file, or you can upload your own image.

Thumbnail

Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. [Learn more](#)

Upload thumbnail



- Optional: You can add your video to one or more of your personal channel playlists, if you have already created playlists in the past. This is not required to post your video.
- Scroll down on the Details page and you will see a section titled, "Audience." You must choose "No, it's not made for kids."


Audience

This video is set to not made for kids Set by you

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?](#)

Features like personalized ads and notifications won't be available on videos made for kids. Videos that are set as made for kids by you are more likely to be recommended alongside other kids' videos. [Learn more](#)

Yes, it's made for kids

 No, it's not made for kids

▼ Age restriction (advanced)

- The second step is, "Video Elements." This section is optional. You may add an end screen (to promote related content at the very end of your video) or cards (which promote content during your video.) This is not required to post your video.


A Short But Descriptive Title


Saved as draft  



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 IMPORT FROM VIDEO ADD

 **Add cards** Promote related content during your video ADD



13. The third step is, "Checks." YouTube will automatically check your video for copyright issues that may restrict visibility. This may include background music. You will have the opportunity to fix or accept any issues before publishing your video. If no copyright claims are found, you will see the following message: "No issues found" and a green check mark.

A Short But Descriptive Title Saved as draft ! X

Details ✓ Video elements ○ Checks ○ Visibility ○

Checks

We'll check your video for any copyright issues that may restrict its visibility. You'll have the opportunity to fix any issues before publishing your video. [Learn more](#)

Copyright ✓

No issues found

Remember: These check results aren't final. Issues may come up in the future that impact your video. [Learn more](#)

[Send feedback](#)

14. The final step is "Visibility," which allows you to choose publishing settings.
- Private videos can only be seen by you and invited collaborators.
 - Unlisted videos can be shared via a video link (URL) but will not appear in YouTube's search engine or in suggested video algorithms. We recommend this setting in most instances.
 - Public videos will appear in the YouTube search engine and suggested video algorithms, and can be found and watched by everyone.

A Short But Descriptive Title Saved as draft ! X

Details ✓ Video elements ○ Checks ✓ Visibility ○

Visibility

Choose when to publish and who can see your video

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

Private
Only you and people you choose can watch your video

Unlisted
Anyone with the video link can watch your video

Public
Everyone can watch your video

Set as instant Premiere ?

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

The existential cataclysms in health care
"My point is not that my colleagues don't want to be bothered. They can't bother!" -Dr. Diane E. Meier

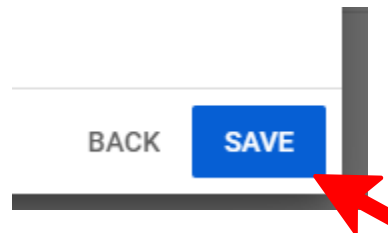
00:00 / 59:45

A Short But Descriptive Title

Video link
https://youtu.be/hxpiWg_EyCc



15. When you are satisfied with your video title, description, and all settings selected, you can select "Save," which will publish your video.



16. After publishing, you will see a pop up that says, "Video published" and the video link below it. Please save this link.

