**How to Adjust Privacy Settings in YouTube**

**So a Restricted Number of Persons Can View Your Video**

In order for faculty to observe your video, you need to change the Privacy Settings from “**Private**” to "**Unlisted**". This will mean that only people with the link can see it (which means your faculty). If it is private and our email is not typed in, we cannot access it. Therefore, would each of you please do the following:

1. Go to YouTube.com & login with the email account you used to create the video (unless you stay logged in already)
2. In the upper right-hand side, click on your face (or the circle where your face should be).
3. Then click on YouTube Studio from the drop-down menu.
4. On the left hand side of the page, you should see "Videos", click that.
5. You should now see any videos you have created. In the "Visibility" column, make sure you have the video as "unlisted" and not "private". If it is "private", please mouse over the word until you see a drop-down arrow. Then click "unlisted" and "save.

Special NOTES:

* Unlisted videos will **not** show up in subscriber feeds, but **can appear** in public playlists on YouTube. However, the video **will not** show up in YouTube searches, related videos, and recommendations. See more here: <https://learn.g2.com/what-does-unlisted-mean-on-youtube>
* If you really need the video to be private, you will need to select "private" and type in the email of the person with whom you want to share the video: <https://support.google.com/youtube/answer/157177?co=GENIE.Platform%3DDesktop&hl=en>