

## YOUTUBE INSTRUCTIONS

(last updated 6 July 2015)

From time to time we post videos on YouTube for chorus members only. These are private (to prevent copyright breaches), so they can only be viewed by logging into the YouTube website with the CKC user name and password.

1. In the web browser you are using, make sure you are logged out of any other Google account (YouTube is a Google app so when you sign into Google, you are signing into YouTube).
2. Go to [www.youtube.com](http://www.youtube.com)
3. Click on Sign In (top right hand corner) – if you don't see Sign In, you may be already logged in. In this case, log out by clicking on the round icon and then clicking on Sign Out.
4. If you have logged into other Google accounts from this web browser previously, they may be listed as options. Click on Add Account below the list.
5. Enter the CKC user name, which is [ckcvisual@hotmail.com.au](mailto:ckcvisual@hotmail.com.au) , and click on Next
6. Enter the password , which is ckcmembers2 (all lower case) and click on Next.
7. Check that you are now signed in to the CKC YouTube account by looking in the top right hand corner again – you should see a round icon with a picture of Vicki directing CKC, instead of Sign In.
8. If there is no menu on the left of the screen, click on the menu icon (top left corner, three horizontal lines) to display the drop down menu.
9. Click on My Channel in the left hand menu, then Video Manager at the top of the screen.
10. This will show all the CKC videos, with the most recent at the top of the list.
11. Point to the name of the video and click on it to start the video.
12. You can make the video full screen by clicking on the Full Screen icon (tool bar below the video, far right icon, looks like four corners of a square). You can escape from Full Screen by pressing the Esc key on your keyboard.
13. You can download the video to your computer as an MP4 file. To do this, from the list of videos in Video Manager click on the down arrow next to Edit and choose Download MP4. Choose Save File and click on OK.

Any problems, contact Deborah Martin on 0417 817 587.

Deborah