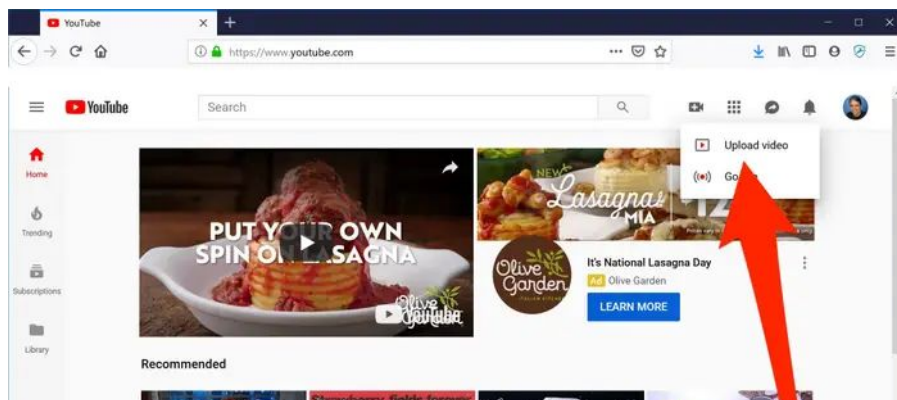# dream catchers
## kindness & compassion
### INITIATIVE

**Upload a Video via** YouTube

1. Navigate to www.YouTube.com in a web browser.

2. Make sure you are logged in. If you don't see your account avatar in the upper right corner, click **"Sign In"** and enter your Google account information.

3. Click the **Create a video** button at the top of the screen. It looks like a video camera. In the drop-down menu, click **"Upload video."**
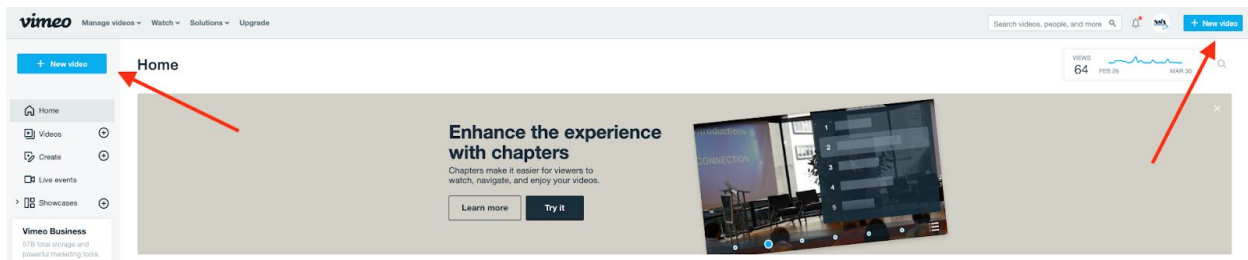


4. The video upload page should appear. Under "Select files to upload," click "Public" and choose what level of visibility you want for the video — everyone can see a public video, but you are welcome to make it **Unlisted**, so only people with the link can view the video. **This is probably your best option** to keep everything private between you and your Pen Pal!

5. Click the large arrow to choose the video file, or you can simply drag the video file onto the page.

6. While the video uploads, you can enter information like the name and description of the video. Title it with the **name of your Video recipient** so everyone is clear on where it is going!

7. Click **"Publish"** to complete the process. You can publish the video while it's still uploading, or wait till the upload is complete. Either way, the video won't appear online unless you click "Publish."

8. Copy the link that is given, and **send it to your pen pal contact!**

**Upload Video via** *vimeo*

1. Navigate to www.Vimeo.com in a web browser.

2. If you already have an account, log into it by clicking **Log in** in the upper left-hand corner. If you don't have an account, then you will need to register. Follow the instructions and enter the necessary information to create your account. It's easy!

3. Once you've done that, click the **"Upload Video"** button which is located on the home page of the site, in the upper left-hand or upper right-hand corner. You will also be able to find the same link in the navigation bar which is under the Upload heading.



4. Click **"Choose Files"** and this will launch an upload dialog box, or drag and drop your video file in the box. If you're in the dialog box, choose the file that you want to upload and then click on "**Select**". As soon as you click the button, the video will start to be uploaded straight away. The progress bar should estimate how long the video will take to be uploaded.

5. Click the Privacy drop-down menu and select "**Only People with Private Link**", to keep your video from being shown to the world.!

6. As soon as the video is uploaded, the video will then be converted automatically. You can close this page if you want, and Vimeo will handle the conversion automatically. Once the video has finished converting, the service will then email you once the conversion has finished.

7. Copy the link that is given, and **send it to your pen pal contact!**