

# How to add media from YouTube

- In the upper right corner of the page, select the 'Add New' drop-down list, and choose 'YouTube', to open the YouTube link page.
- Enter the URL or ID of your YouTube video into the text box provided.
- Click on the 'Preview' video to ensure that the correct video will be loaded.
- Enter the metadata for your recording. There are the following fields:

## **Name**

The name of the media being uploaded.

This is a required field and is by default the filename of the media being uploaded.

## **Description**

This is displayed below the media or on the player info pane.

This is a required field for publishing.

## **Tags**

These are used to help describe your media and are used as keywords when searching for media.

Multiple tags can be separated by commas or new lines.

- When you are finished editing the details, click 'Save.' The video will be added to your 'My Media' tab.

**Please note** that YouTube videos do not have the same options available as media uploaded to SharkMedia. For example you will not have the same sharing features, or clipping and trimming. You will need to access the available sharing options from YouTube directly. This media can be added to playlists and channels.