



Dear Applicant,

When uploading your video CV to YouTube, kindly note the following points that will guarantee a certain level of privacy for your uploaded video and will restrict an undesirable third party from viewing and searching your video.

➤ **What is an unlisted Video:**

An unlisted video means that only people who know the link to the video can view it (such as friends or family to whom you send the link). An unlisted video will not appear in any of YouTube's public spaces (such as search results, your channel, or the Browse page)

➤ **How to create an Unlisted Video:**

You can choose to make any of your uploads an unlisted video in your YouTube Account settings. Here's how:

1. Sign into your YouTube Account
2. Click on your **account name** located in the top right of any page. Click on **My Videos** from the expanded menu.
3. Choose the video you want to edit and click the **Edit** button below the video thumbnail.
4. Scroll down to the **Broadcasting and Sharing Options** and find the **Privacy** section.
5. You'll see the option to make the video Public or **Unlisted**.
6. Select **Unlisted**. Make sure to click the **Save Changes** button at the bottom of the page.

➤ **How to share an unlisted Video:**

Once you've set your video as unlisted in your Account settings, you're ready to share your video. In order to share your video, just send the video's URL to the people with whom you'd like to have access to the video. They'll then be able to view the video.

➤ **Who can access Unlisted Videos:**

Only the people with whom you share your unlisted video's URL will have access to the video.