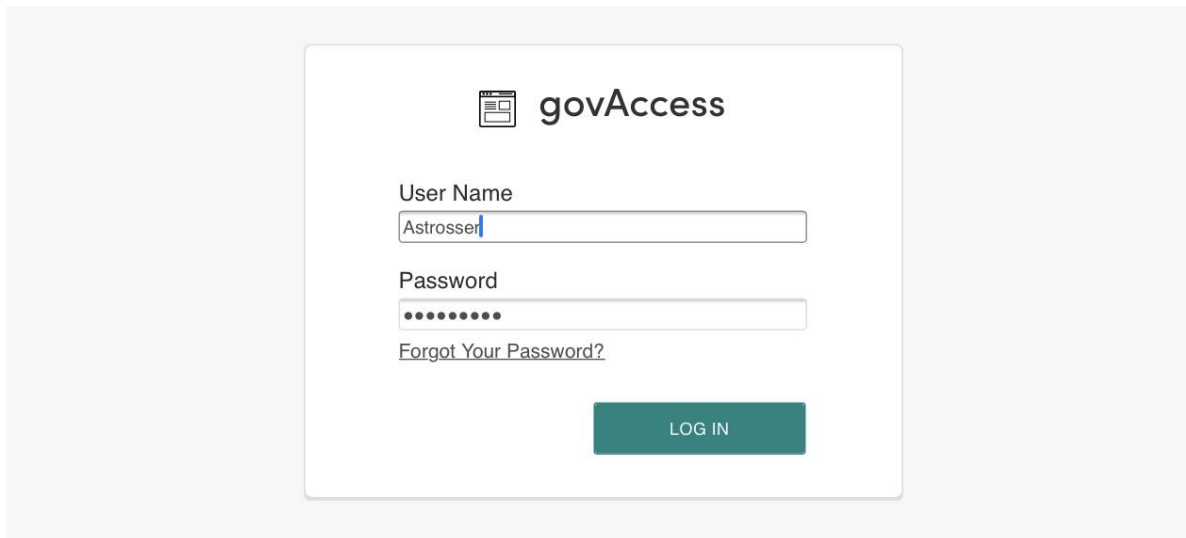


How to Upload or Replace a YouTube Video to the City of Stamford Website.

Please use this guide to learn how to upload or replace a YouTube video onto the city website.

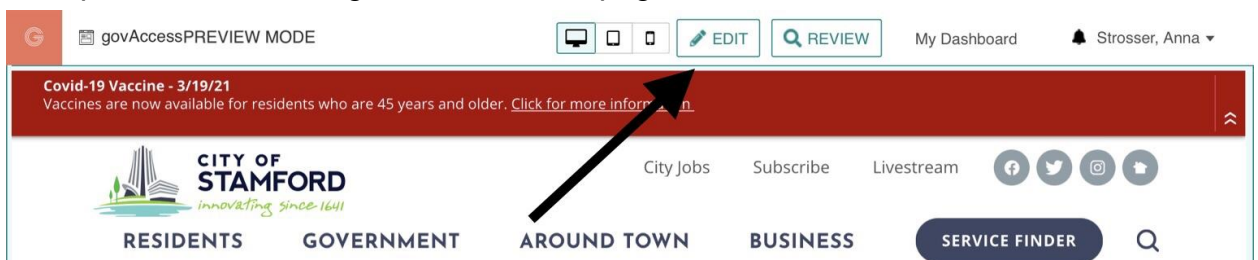
1) Visit YouTube and copy the link of the video that you would like to upload.

2) Log into the website.



The screenshot shows the 'govAccess' login interface. At the top center is the 'govAccess' logo, which includes a small icon of a document with a checkmark. Below the logo are two input fields: 'User Name' containing the text 'Astrosser' and 'Password' with masked characters. A link for 'Forgot Your Password?' is positioned below the password field. A teal 'LOG IN' button is centered at the bottom of the form area.

3) Navigate to the page that you want to upload the video to and click edit. For this example, we will be using the Channel 79 page.



The screenshot displays the top navigation area of the City of Stamford website. At the top left, there is a 'govAccessPREVIEW MODE' indicator. To its right are icons for desktop, tablet, and mobile views, followed by an 'EDIT' button with a pencil icon and a 'REVIEW' button with a magnifying glass icon. Further right are links for 'My Dashboard' and a user profile for 'Strosser, Anna'. A red banner below the navigation contains the text 'Covid-19 Vaccine - 3/19/21' and a link for more information. The main navigation bar features the City of Stamford logo and the tagline 'innovating since 1641'. Below the logo are menu items for 'RESIDENTS', 'GOVERNMENT', 'AROUND TOWN', and 'BUSINESS'. On the right side of the navigation bar are links for 'City Jobs', 'Subscribe', and 'Livestream', along with social media icons for Facebook, Twitter, Instagram, and YouTube. A 'SERVICE FINDER' button and a search icon are also present.

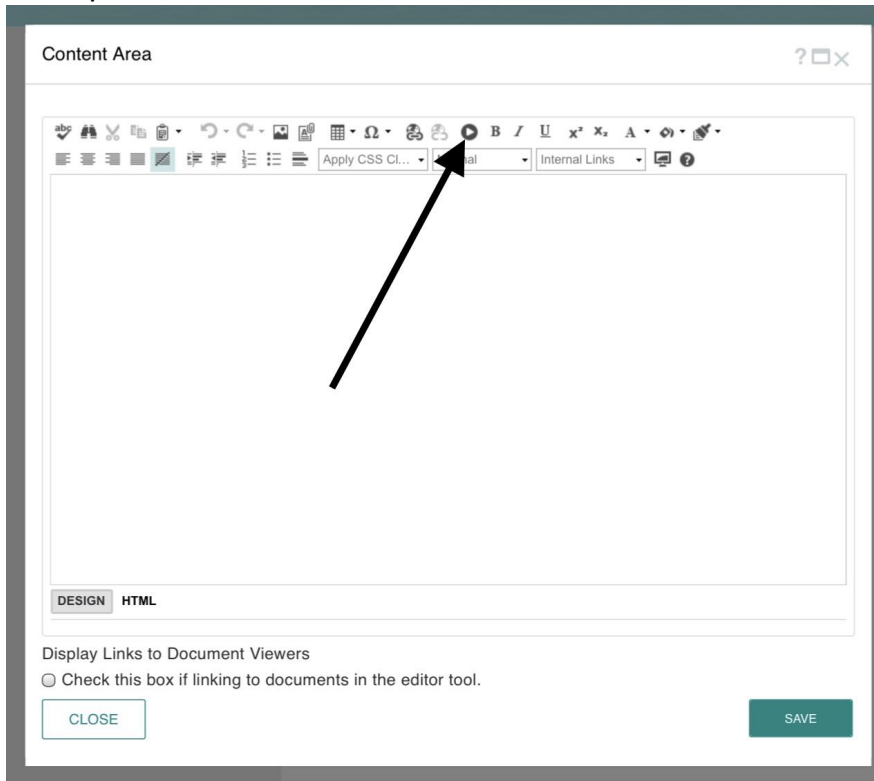
- 4) Click on the content area where you would like to upload a video then click on the wrench.

The screenshot shows a web browser window with the following elements:

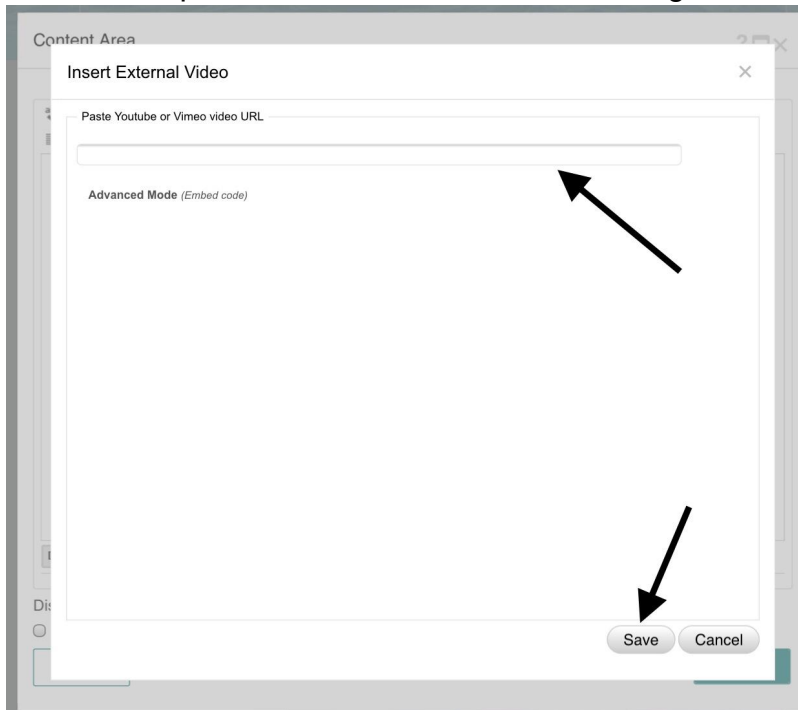
- Page Title:** Communications >
- Channel 79**
- Font Size:** + -
- Share & Bookmark**
- Feedback**
- Print**
- Content Area:** A dark header bar containing a wrench icon and a close button (x).
- Video Player:** A video player with a play button. The video content displays the text: "ABOUT 80% OF PEOPLE RECOVER FROM THIS SEASE WITHOUT NEEDING SPECIAL TREATMENT".
- YouTube Link:** A button at the bottom left that says "Watch on YouTube".

A black arrow points from the video player area towards the wrench icon in the Content Area header.

- 5) To replace this video, it is necessary to delete the old video first. After deleting the video, click on the insert video icon. If uploading a video, continue with the same process.



- 6) Paste the copied link from YouTube into the designated area, then click "Save."



7) A preview of the video will appear. Adjust the width of the video to 700 and click “Save.”

Content Area

Insert External Video

Paste Youtube or Vimeo video URL

https://www.youtube.com/watch?v=cqBV9e_xVPc

Embed video settings:

Aspect ratio: 4x3

Width: 700

Height: 525

- Play the video automatically on load
- Display title before video starts playing
- Enable fullscreen button
- Enable privacy-enhanced mode

Advanced Mode (Embed code)

Save Cancel

8) Click “Save.”

Content Area

City of Stamford COVID19 Update!
Connecticut: Covid 19
Vaccination Rate

Percent >18 Vaccinated At Least One Dose
Northeast States

State	Percent >18 Vaccinated At Least One Dose
Connecticut	38.0%
Maine	36.4%
Massachusetts	36.2%
New Hampshire	34.4%
New Jersey	36.0%
New York	32.9%
Rhode Island	36.3%
Vermont	35.2%
United States	32.0%

DESIGN HTML

Display Links to Document Viewers

Check this box if linking to documents in the editor tool.

CLOSE SAVE

9) Click "Publish" on the page for the video to be displayed to the public.

