

Setting Up A YouTube Account:

If you currently do not have a shared mailbox you would prefer to use, please open a ticket with the helpdesk requesting a shared mailbox to use with this account. If you currently have a shared mailbox you prefer to use, please follow the instructions below. We suggest the following naming scheme.

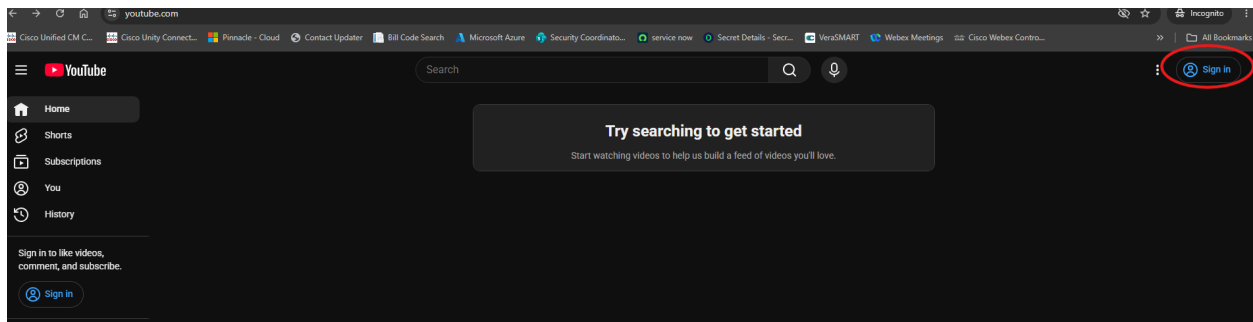
These accounts should **NOT** be setup with individual named user account for this setup. Example gflynn@iot.in.gov

AgencyMedia@domain --- Example - IOTTelecomMedia@iot.in.gov

If you currently have a shared mailbox you prefer to use, please follow the instructions below.

Go to YouTube

Click on Sign in



Click create account

Select 'For work or my business'

Select 'Get a Gmail Address'



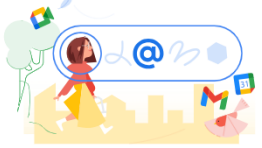
Choose the email that is best for your business

Free for 14 days, monthly charge after trial

Custom email and productivity features for your business

[Try Google Workspace](#)

- ✓ Professional email, [you@your-company.com](#)
- ✓ Up to **5 TB** of storage per user in Google Drive
- ✓ **Premium features** like longer video meetings, advanced appointment scheduling, and AI-powered tools

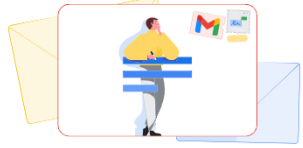


No cost

A Gmail address just for you

[Get a Gmail address](#)

- ✓ [@gmail](#) email address
- ✓ **15 GB** of storage in Google Drive



Enter the shared email account you want to use for your YouTube Account.



Create a Google Account

Enter your name

First name

Last name (optional)

[Next](#)

English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)

The screenshot shows the 'Basic information' step of Google account creation. It features the Google 'G' logo and the title 'Basic information'. Below the title is the instruction 'Enter your birthday and gender'. The form includes three input fields for 'Month' (set to 'January'), 'Day' (set to '1'), and 'Year' (set to '2000'). Below these is a 'Gender' dropdown menu currently set to 'Rather not say'. A link 'Why we ask for your birthday and gender' is positioned below the gender dropdown. A blue 'Next' button is located at the bottom right of the form area. At the very bottom of the page, there is a language selector set to 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

The screenshot shows the 'Use your existing email' step of Google account creation. It features the Google 'G' logo and the title 'Use your existing email'. Below the title is the instruction 'Enter the email address you want to use for your Google Account'. The form has a single input field for 'Email address' containing the text 'IOTTelecomServices@iot.IN.gov'. Below the input field, there is a note 'You'll need to confirm that this email belongs to you' and a link 'Get a Gmail address instead'. A blue 'Next' button is located at the bottom right of the form area. At the very bottom of the page, there is a language selector set to 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

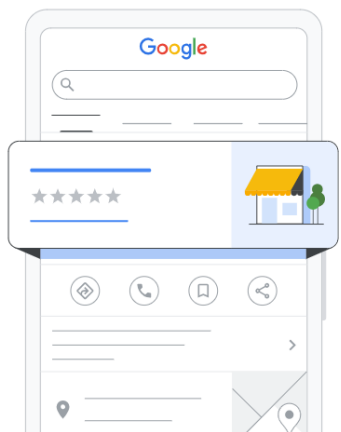
Enter the code sent to the shared mailbox.

Create your password. You may want to save this in the password manager your agency uses such as Keeper or Secret Server.

It does require a cell phone number for authentication. You may want to note what number was used.

Finish the prompts

For the next set of prompts 'setting up your business', I skipped (clicked continue or next) on what they allow without filling out. If I had to fill it out I put the info that would best fit.



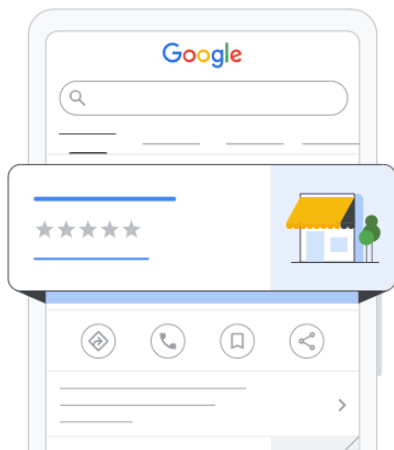
Get your business discovered on Google Search, Maps and more

Enter a few business details to get started

Business name*

IOT Telecom

Continue



Enter a business category

Help customers discover your business by industry by adding a business category

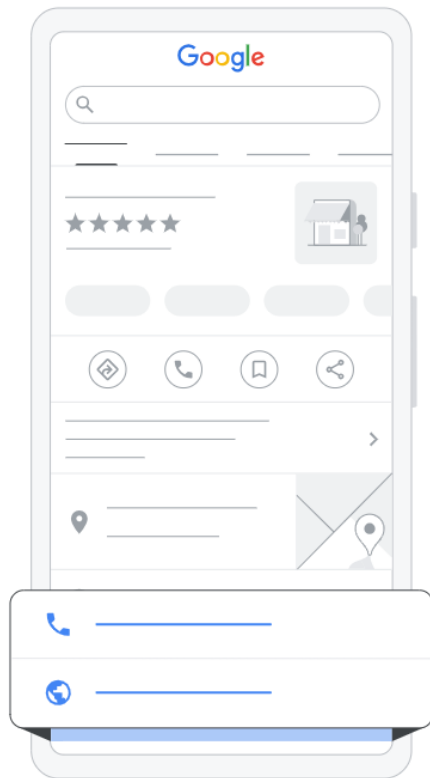
Business category*

State government office



You can change and add more later

Next



What contact details do you want to show to customers?

Help customers get in touch by including this info on your listing



Phone number

You must provide either a phone number or a website address

Website (optional)

<https://www.in.gov/iot>

Add chat (optional)

Allow customers to chat with your business via SMS or other apps
[Learn more](#)

Chat



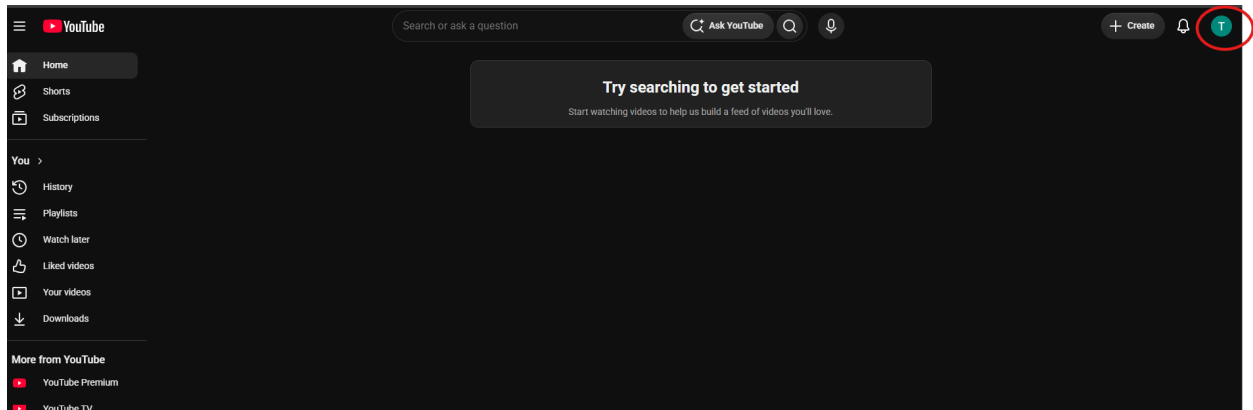
Text message



Contact phone number

Next

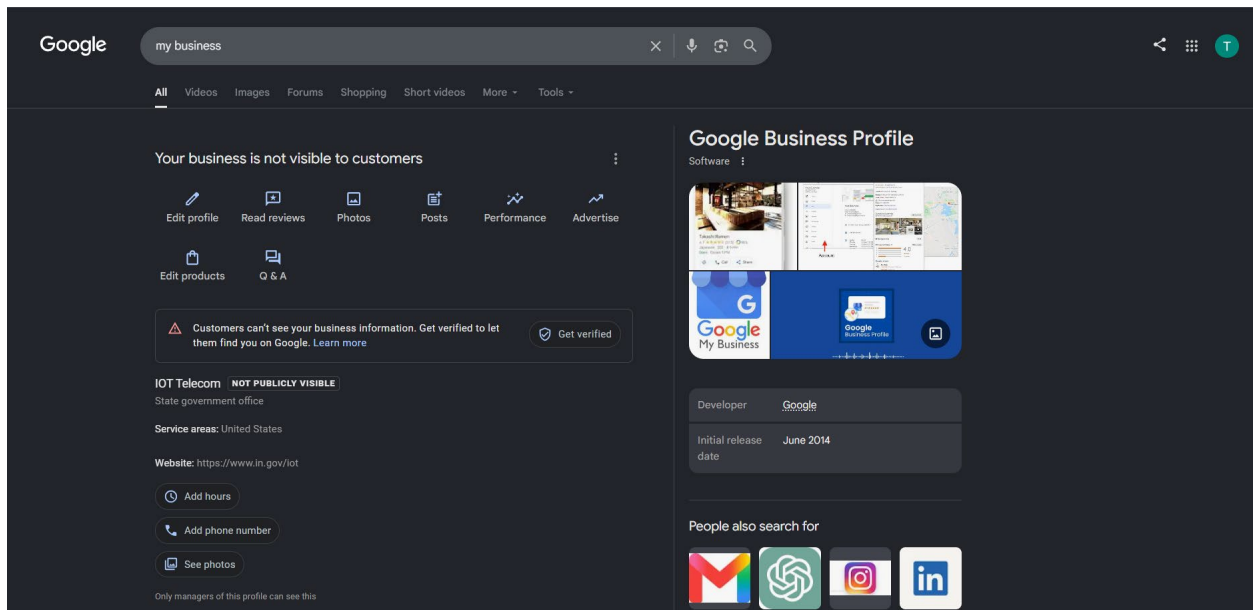
Once thru all the prompts your account is created, and you are brought to a page like this.



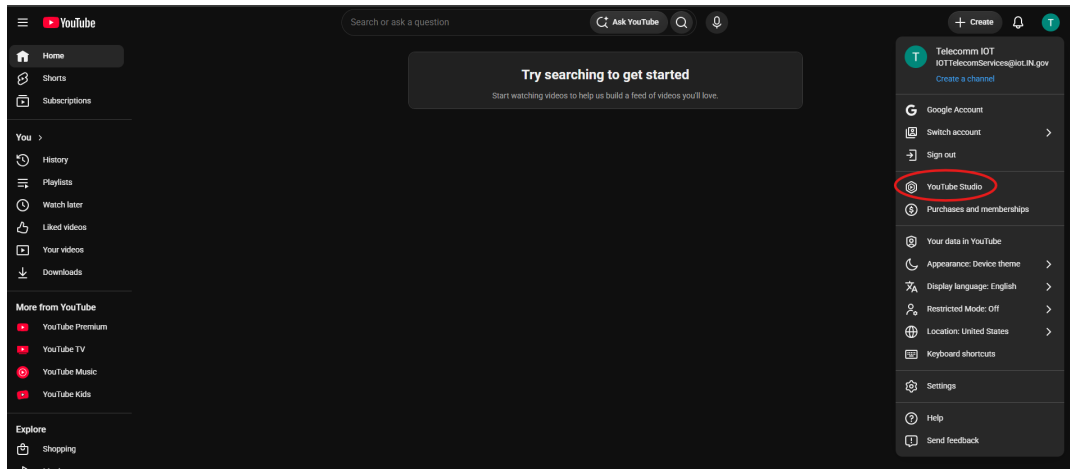
Setting up your YouTube Channel and Enabling Live Streaming on your YouTube Account:

Go back to YouTube

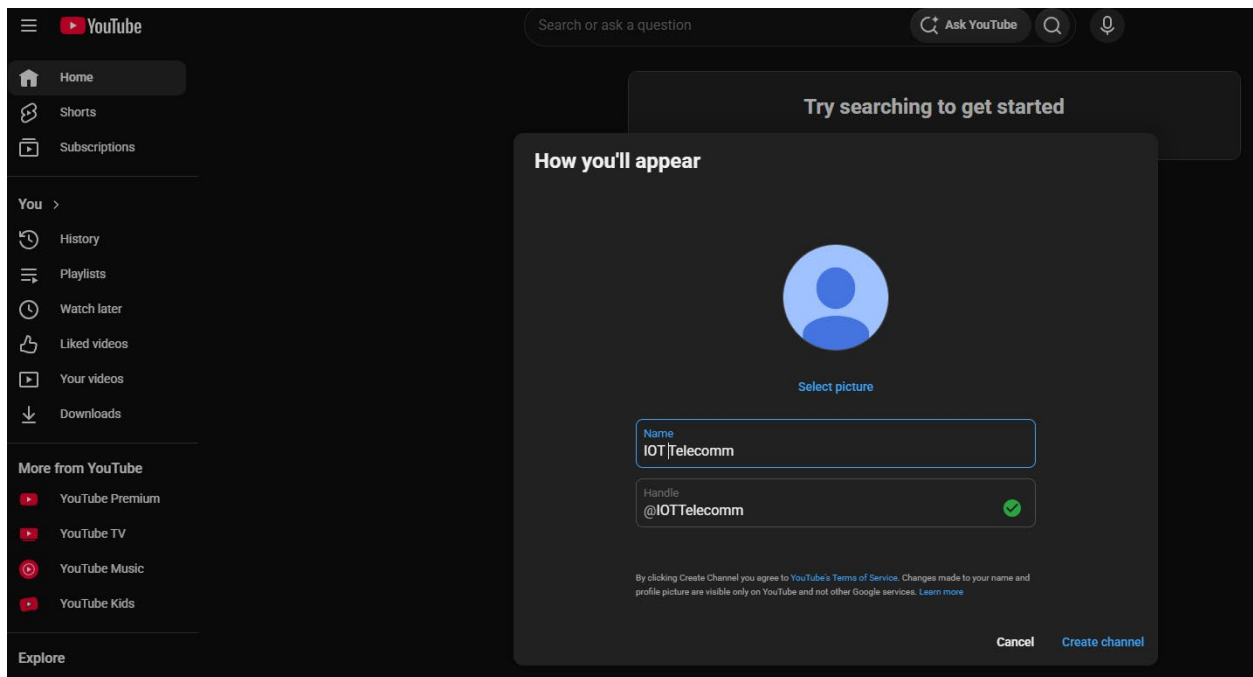
Click on your initial



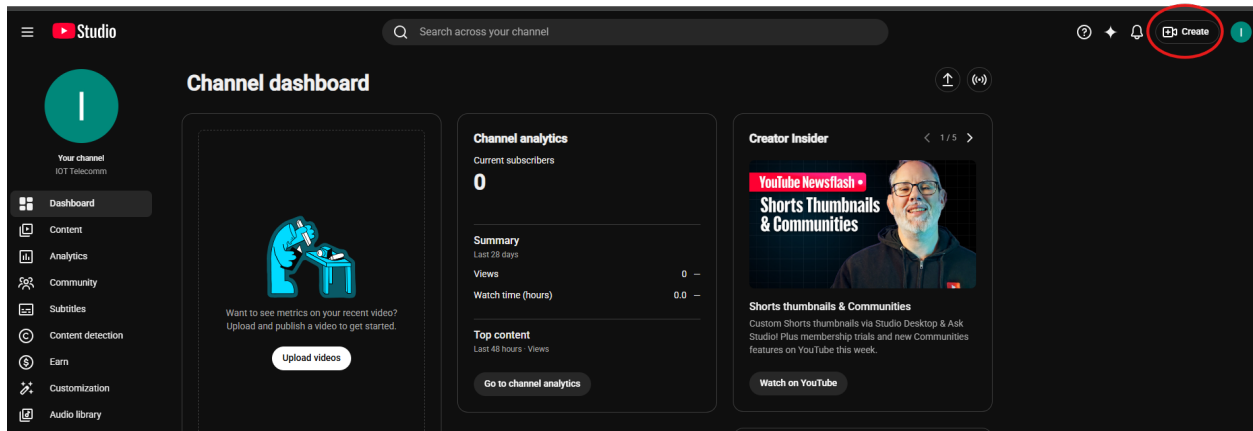
Click on YouTube Studio



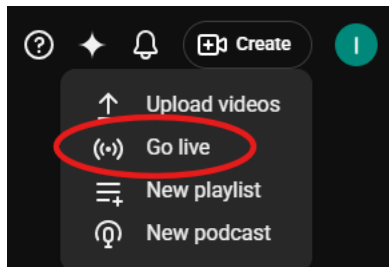
Name your Channel and click create channel



Click Create

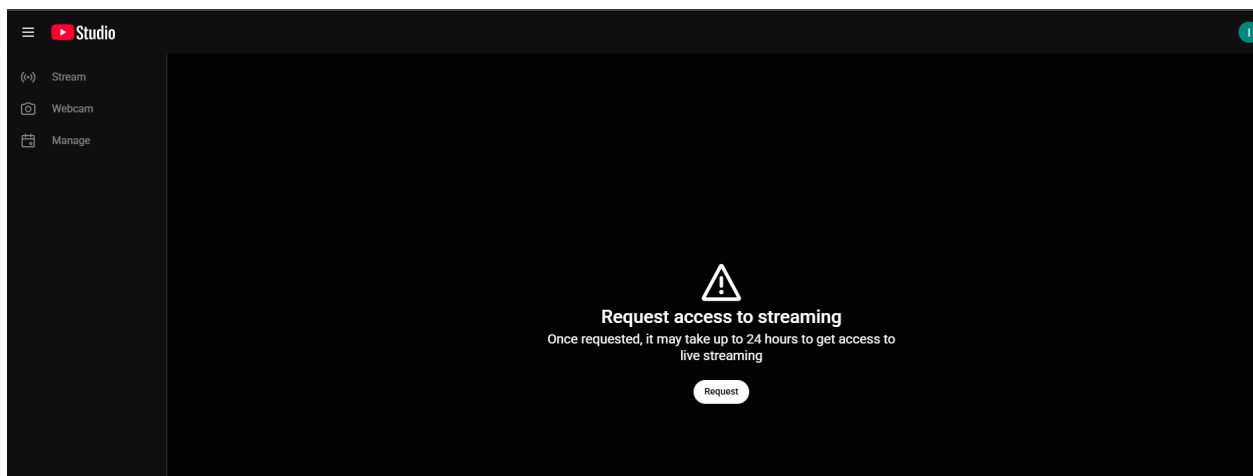


Click Go Live



Click Request.

Note: you will not be able to go live for 24 hours. This is a YouTube Requirement the IOT has no control over.



Click Verify and enter your phone info.



Phone verification (step 1 of 2)

To access live streaming, verify your phone number. [Learn more](#)

How should we deliver the verification code to you?

- ☒ Text me the verification code
- ☐ Call me with an automated voice message

Select your country

United States 

What is your phone number?

(201) 555-5555

Important: Up to two accounts can be verified per phone number, per year.

NEXT

Enter the verification code you receive.

Once complete you should see a count down to when you will be able to go live.

