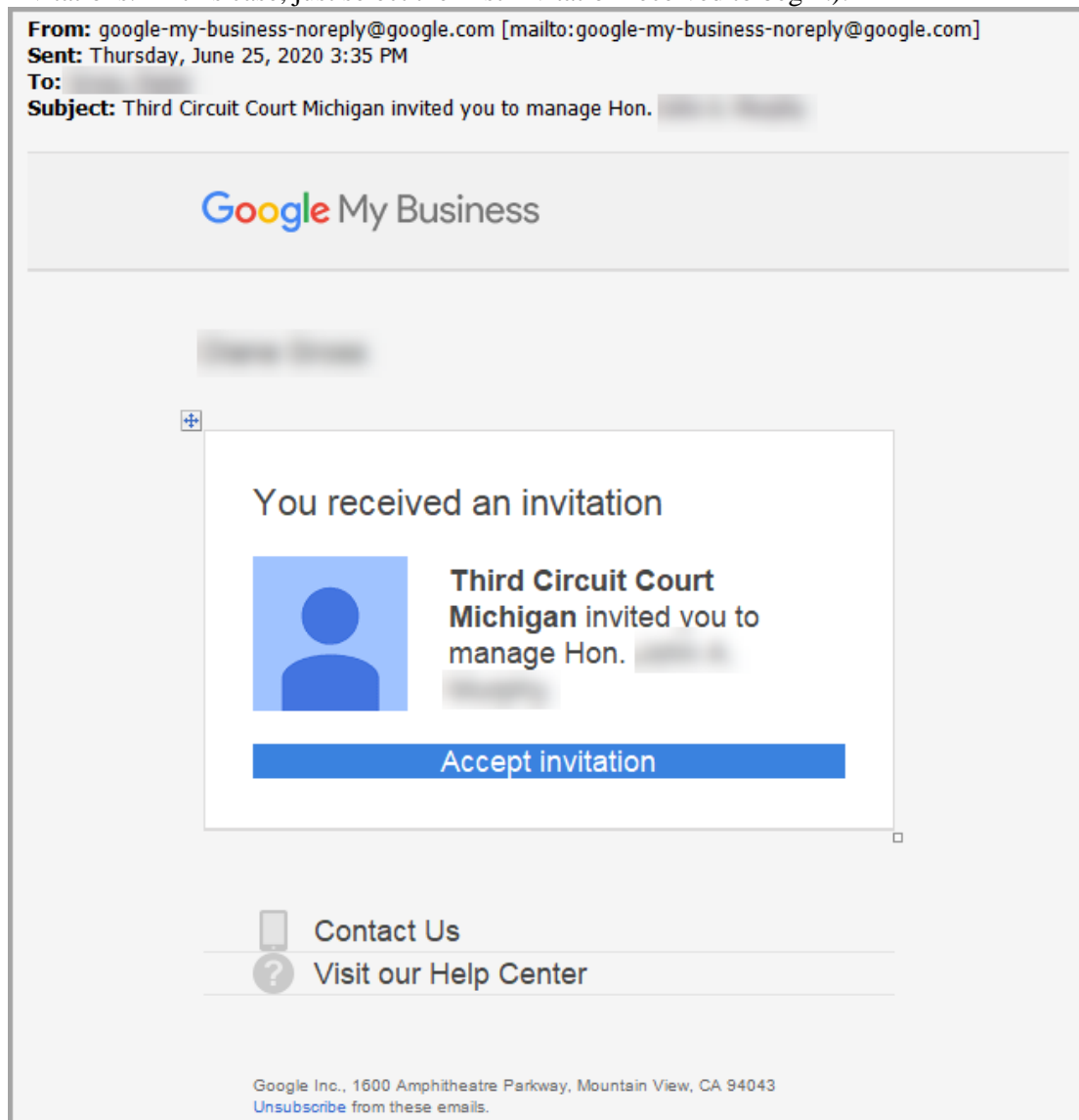


## How to Accept Invitation to Manage Your YouTube Channel

To simplify the process of live streaming to YouTube within a Zoom session so that only the judge's channel is listed when "Live on YouTube" is selected, we are granting each judge manager permission to his/her court YouTube channel. (For Criminal Division judges, the manager role will also be granted to the four emergency docket channels: A, B, C, and D.) Adding this manager role to each judge will also help to prevent accidentally live streaming to the wrong channel and provide an extra layer of security to each channel's settings and videos.

Follow these instructions to accept the invitation to manage your court YouTube Channel:

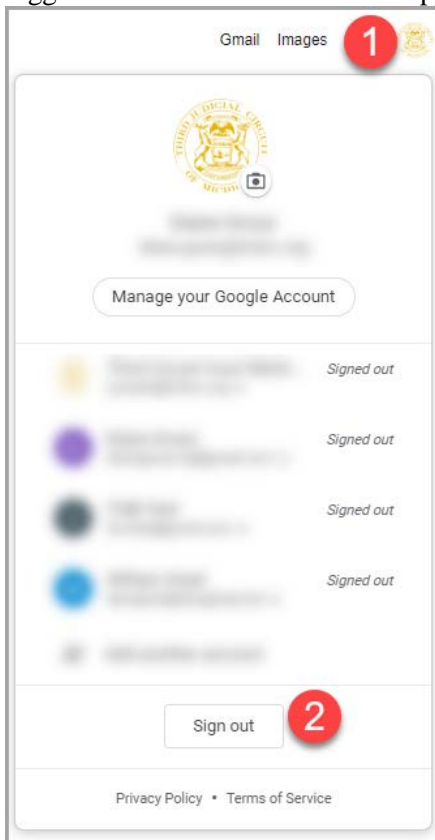
1. Before getting started, verify that your computer is using Microsoft Edge as its default internet browser. Use this link to check your default and to change it if necessary – [click here](#).
2. Wait until you receive an email to your court email address from Google that appears as follows (NOTE: If you are within the Criminal Division, you will receive five, separate email invitations. In this case, just select the first invitation received to begin.):



## How to Accept Invitation to Manage Your YouTube Channel

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3. You need to be logged out of Google/YouTube, so that you can provide credentials for a Google account associated with your court's email address. Go to Google.com and make sure you are logged out. Select the icon in the upper, right-hand corner and select "Sign out" if necessary.

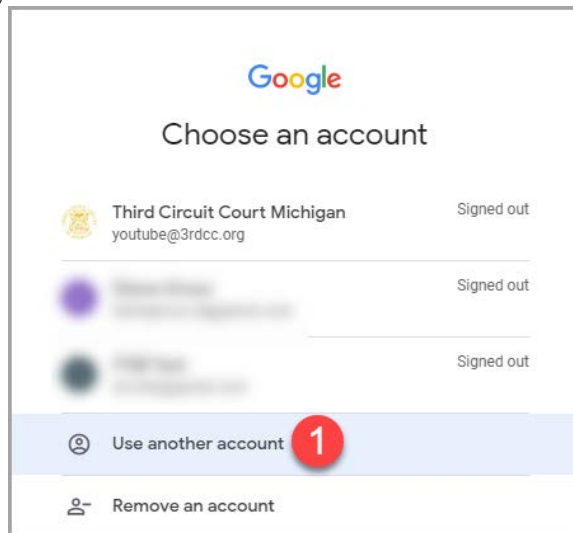


4. Select the "Accept Invitation" option from the Google email shown in the earlier step.
5. You will now need to login to a Google account associated with your court email address (e.g., [John.Doe@3rdcc.org](mailto:John.Doe@3rdcc.org)).
  - a. If you already have a Google account with this email, you will need to select that account when logging in. Assuming you have logged into that account previously on the device on which you are now working, it should appear in the list provided by Google. If so, select the account with your 3rdcc email to proceed. If not, select "Use Another Account" and provide the email and password for your Google account associated with

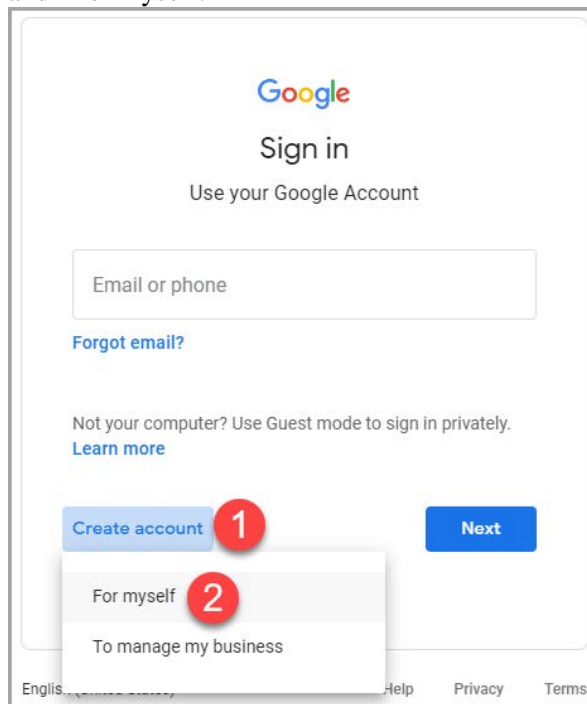
# How to Accept Invitation to Manage Your YouTube Channel

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your court email.



- b. If you do not have a Google account associated with your court email (which is most likely), you will need to create one. From the Sign in window, select “Create account” and “For myself.”

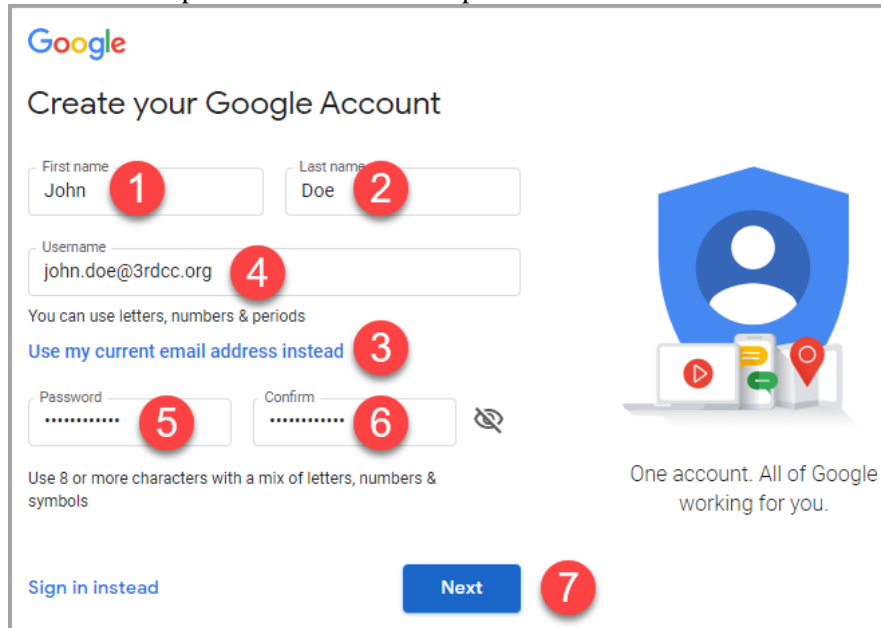


- c. Enter your First name and Last name
- d. Select the “Use my current email address instead” option
- e. Enter your Username (which is your court’s full email address, e.g., [John.Doe@3rdcc.org](mailto:John.Doe@3rdcc.org)).

## How to Accept Invitation to Manage Your YouTube Channel

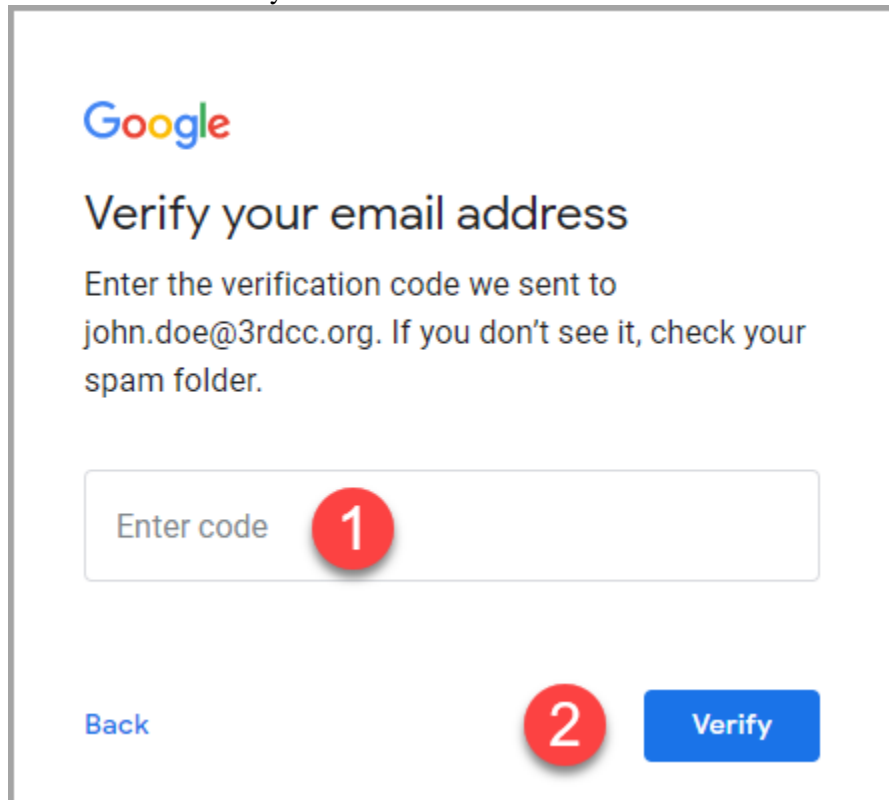
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- f. Enter a secure password in both fields provided. Then select “Next.”



The screenshot shows the Google Account creation interface. At the top is the Google logo and the heading "Create your Google Account". Below this are several input fields: "First name" (containing "John", marked with a red circle 1), "Last name" (containing "Doe", marked with a red circle 2), and "Username" (containing "john.doe@3rdcc.org", marked with a red circle 4). A link "Use my current email address instead" is marked with a red circle 3. Below these are "Password" and "Confirm" fields, both containing masked text and marked with red circles 5 and 6 respectively. A "Next" button is marked with a red circle 7. A "Sign in instead" link is on the bottom left. On the right, there is a blue shield icon with a person silhouette and a laptop with various Google service icons (YouTube, Gmail, Maps). Below the shield is the text "One account. All of Google working for you."

- g. At this point, you will probably receive a request to verify your email address. Log into your court’s email and retrieve the code that has been sent by Google. Then, enter this code and select “Verify.”

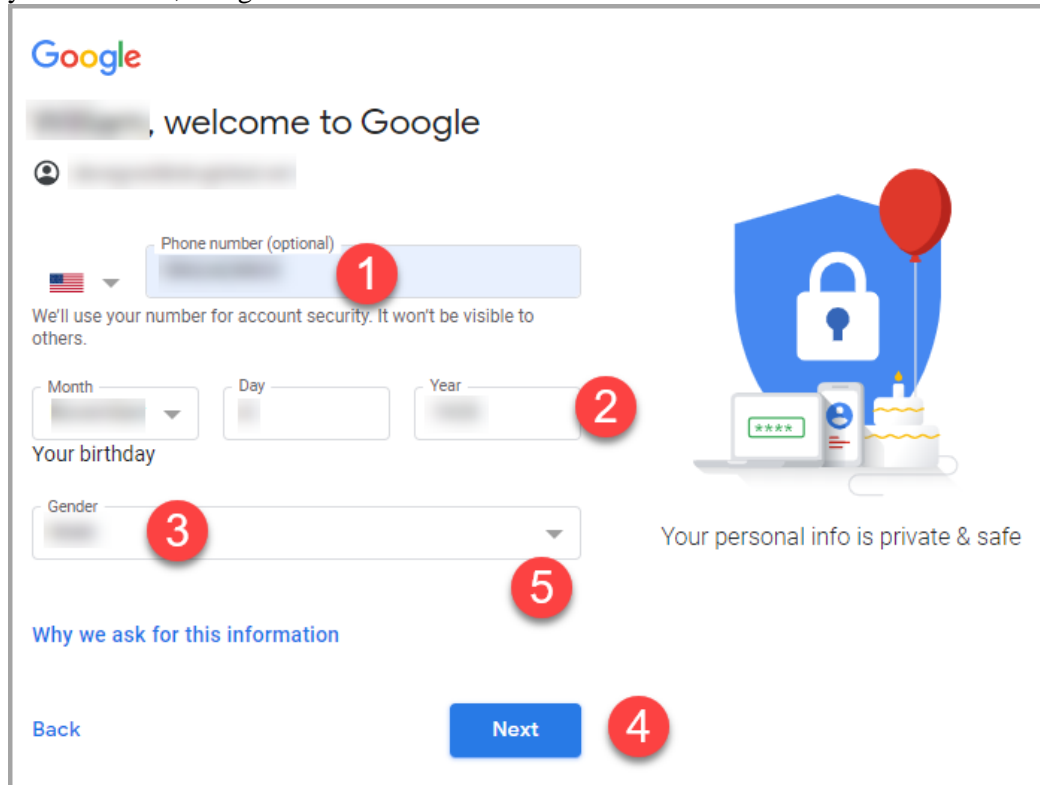


The screenshot shows the Google email verification page. At the top is the Google logo and the heading "Verify your email address". Below this is the instruction: "Enter the verification code we sent to john.doe@3rdcc.org. If you don't see it, check your spam folder." A large input field labeled "Enter code" is marked with a red circle 1. At the bottom left is a "Back" link. At the bottom right is a "Verify" button, with a red circle 2 positioned above it.

## How to Accept Invitation to Manage Your YouTube Channel

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- h. Google will now ask you to enter additional information to help secure your account. Enter your phone number (if you want to use your phone to aid in identifying yourself), your birthdate, and gender and select “Next.”



The screenshot shows the Google account verification page. At the top, the Google logo is displayed, followed by a personalized greeting: "[redacted], welcome to Google". Below this is a profile picture placeholder. The main form area includes a "Phone number (optional)" input field with a red circle '1' next to it. Below the phone number field is the text: "We'll use your number for account security. It won't be visible to others." The "Your birthday" section consists of three input fields: "Month" (a dropdown menu), "Day", and "Year", with a red circle '2' next to the "Year" field. Below the birthday fields is a "Gender" dropdown menu with a red circle '3' next to it. At the bottom left, there is a link for "Why we ask for this information". At the bottom center, there is a blue "Next" button with a red circle '4' next to it, and a "Back" link to its left. A red circle '5' is positioned below the "Gender" dropdown. On the right side of the form, there is an illustration of a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake. Below the illustration is the text: "Your personal info is private & safe".

# How to Accept Invitation to Manage Your YouTube Channel

- i. If you entered your phone number, Google will want to verify that number by sending a 6-digit code to your phone. Click “Send” and then enter the 6-digit number received and select “Verify.”

The image displays two sequential screenshots of the Google account verification process. Both screenshots feature the Google logo at the top left and the heading "Verify your phone number". Below the heading, a message states: "To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*". To the right of the text is an illustration of a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake.

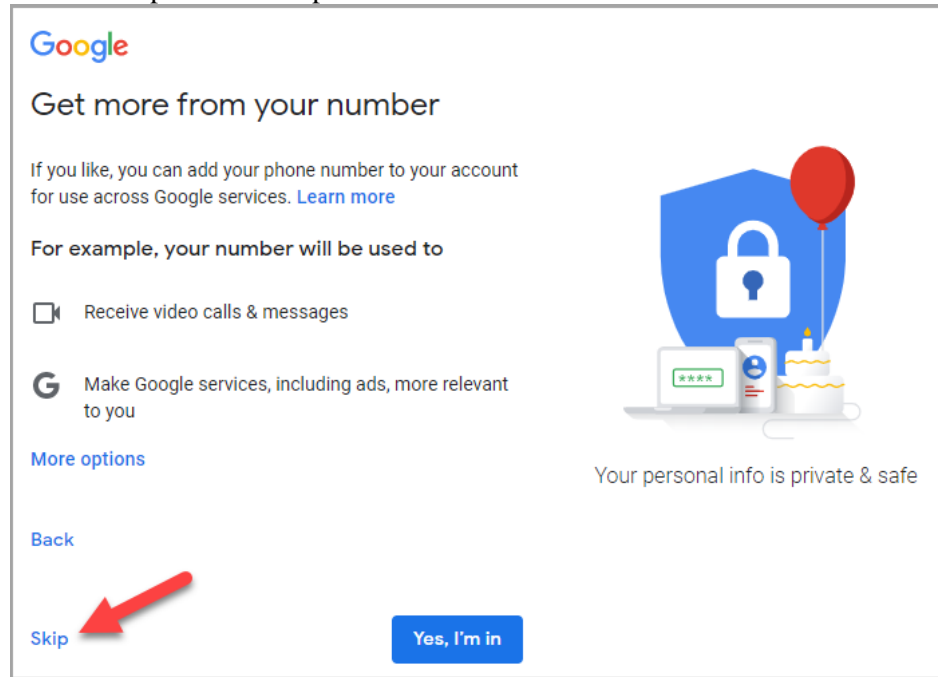
**First Screenshot:** The interface includes a "Back" link, a "Not now" link, and a blue "Send" button. A red circle with the number "1" is positioned over the "Send" button. At the bottom right, the text "Your personal info is private & safe" is displayed.

**Second Screenshot:** The interface includes a "Back" link, a "Call instead" link, and a blue "Verify" button. A text input field is present with the placeholder "Enter verification code" and a "G-" prefix. A red circle with the number "1" is positioned over the input field. A red circle with the number "2" is positioned over the "Verify" button. At the bottom right, the text "Your personal info is private & safe" is displayed.

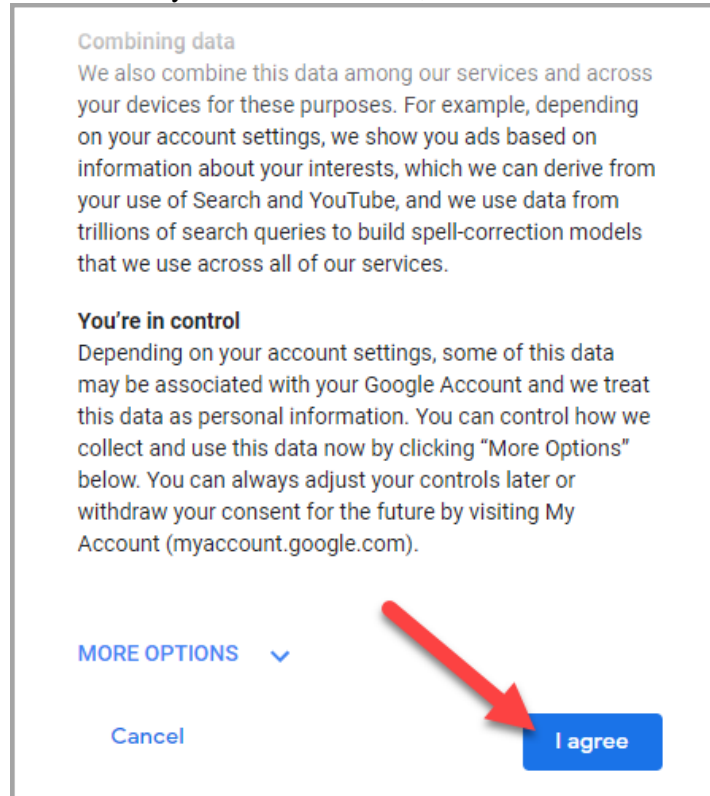
# How to Accept Invitation to Manage Your YouTube Channel

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- j. You can skip this next step.



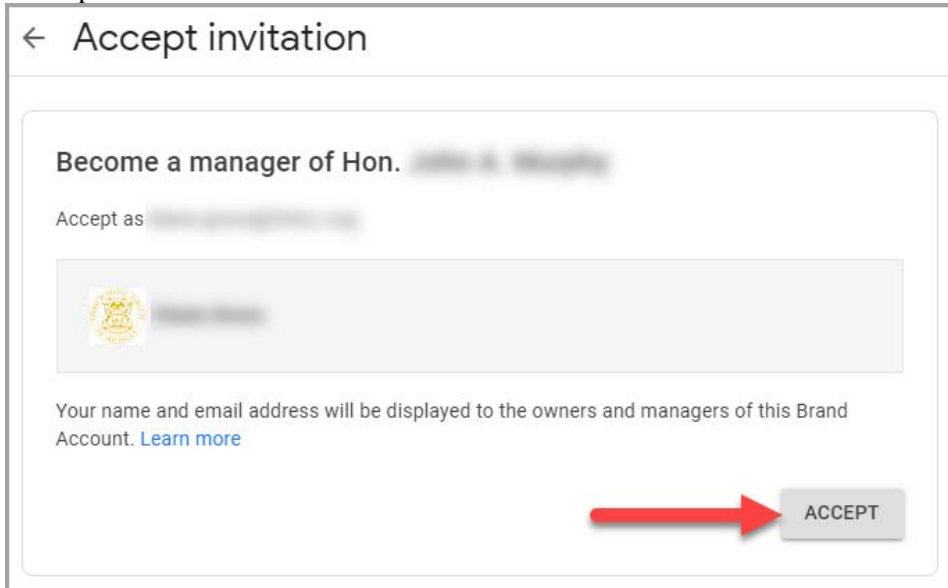
- k. On the Privacy and Terms window, scroll down and select "I Agree."



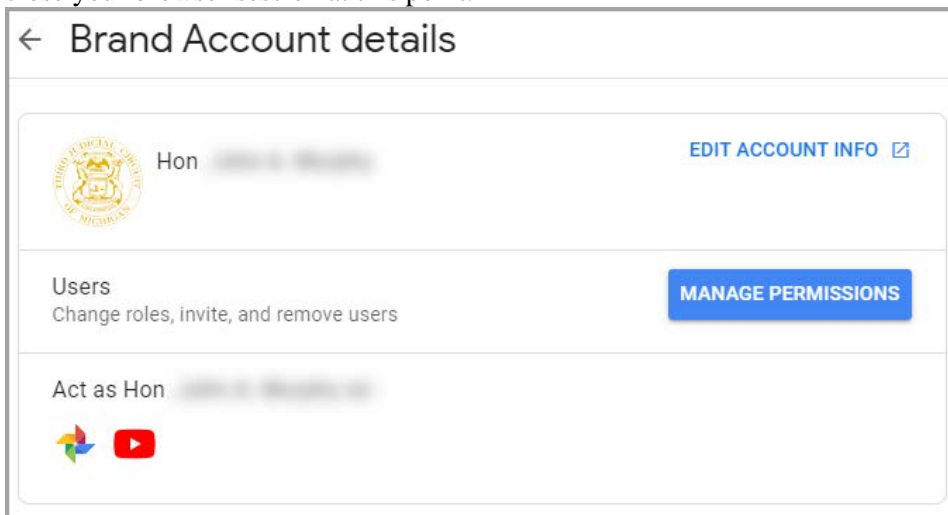
## How to Accept Invitation to Manage Your YouTube Channel

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6. You are finally ready to accept the invitation to manage your YouTube channel. Select the “Accept” button.



7. After accepting the invitation, Google will display your account details like seen below. You can close your browser session at this point.

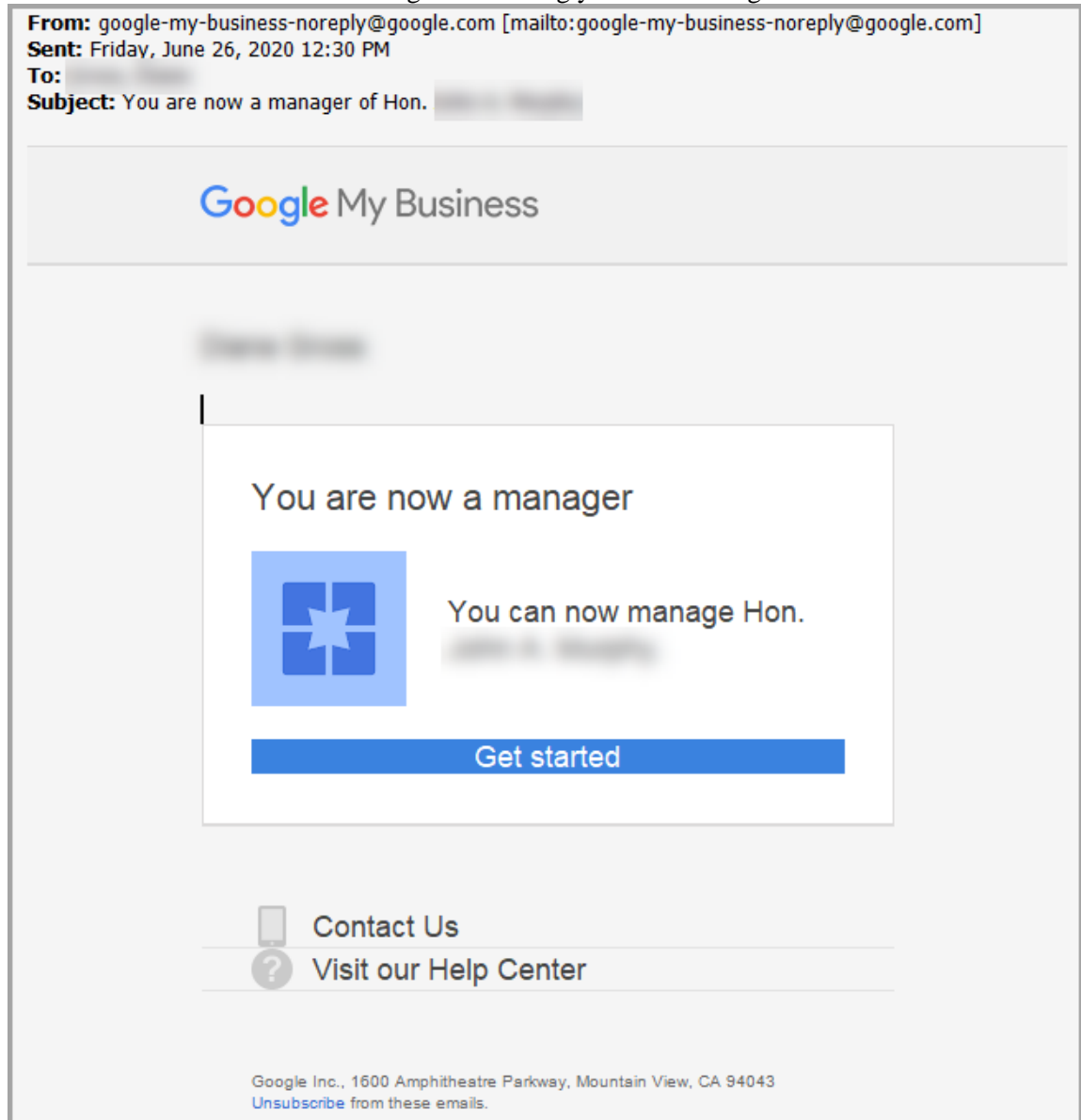




## How to Accept Invitation to Manage Your YouTube Channel

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8. You will receive an email from Google confirming your new manager role:



9. If you are with the Criminal Division, you will need to accept the invitation for each of the remaining four emails received. Select the link in the next invitation email. Now that you already have a Google account set up associated with your court's email address and are still logged into that account, it should be a simple, straight-forward process, repeating just steps 6-8.

If you have any issues accepting the Google invitation(s), please contact ITSB. Thank you.