Sharing videos on Microsoft Stream

(1) Uploading a video to share with your tutor

To do this, go to ‘Create’ and ‘Upload Video’.

Select ‘browse’ to select a video from your computer or drag and drop the video you wish to upload.

Here you can add the video title and an optional description. You can also add a thumbnail of the video once it’s finished uploading.
Underneath the ‘Permissions’ dropdown, make sure ‘Allow everyone in your company to view this video’ is deselected. Select yes on the pop-up box that appears after deselecting.

Underneath the ‘Share with’ section, select ‘People’ and search for your tutor, selecting the correct option for the list.
This will add your tutor to the ‘Viewer’ list.

If the ‘Owner’ box is selected, your tutor will be able to alter the settings and delete or replace the video you have uploaded. Deselect ‘Owner’ if you do not want to grant these permissions.
Select ‘Publish’ and then select ‘Share’. Then select ‘Copy’ to copy the shareable link.

You will be able to then copy this link and provide it to your tutor. If the link is shared with anyone else, they will not be able to access it.

If you wish to alter any details of the video including title, description, permissions or options, you can edit this information through accessing the ‘Update video details’ pencil icon on the right-hand side of the video on the page found under ‘My content’ and ‘Videos’.
(2) Uploading a video to share with a set of people

To do this, go to ‘Create’ and ‘Upload Video’.

Select ‘browse’ to select a video from your computer or drag and drop the video you wish to upload.

Here you can add the video title and an optional description. You can also add a thumbnail of the video once it’s finished uploading.
Underneath the ‘Permissions’ dropdown, make sure ‘Allow everyone in your company to view this video’ is deselected. Select yes on the pop-up box that appears after deselecting.

Underneath the ‘Share with’ section, select ‘People’ and search for the people you wish to add, selecting them from the list that appears.
This will then add your selected people to the ‘Viewer’ list. Ensure that you have deselected ‘Owner’ for those you add to the Viewer list. If ‘Owner’ is selected, that person will be able to alter the settings and delete or replace the video you have uploaded.
In the ‘Options’ dropdown you can also choose to enable or disable comments.
Select ‘Publish’ and then select ‘Share’. Then select ‘Copy’ to copy the shareable link.

You will be able to then copy this link and provide it to the specific people you intend. If the link is shared with someone outside of those in the list you have set up in the ‘Permissions’ tab, the person/people will not be able to view it.

If you wish to alter any details of the video including title, description, permissions or options, you can edit this information through accessing the ‘Update video details’ pencil icon on the right-hand side of the video on the page found under ‘My content’ and ‘Videos’.
(3) Uploading a video to share within Microsoft Teams

(3.1) Sharing to an entire Team in Microsoft Teams

To do this, go to ‘Create’ and ‘Upload Video’.

Select ‘browse’ to select a video from your computer or drag and drop the video you wish to upload.

Here you can add the video title and an optional description. You can also add a thumbnail of the video once it's finished uploading.
Underneath the ‘Permissions’ dropdown, make sure ‘Allow everyone in your company to view this video’ is deselected. Select yes on the pop-up box that appears after deselecting.

Underneath the ‘Share with’ section, select ‘My groups’ and search for the name of your Team in the search field and select the right one from the list. Below you can see that a Team has been added to the ‘Viewers’ list.
Ensure that you have deselected ‘Owner’ for those you add to the Viewer list. If ‘Owner’ is selected, the entire Team will be able to alter the settings and delete or replace the video you have uploaded.

In the ‘Options’ dropdown you can also choose to enable or disable comments.

Select ‘Publish’ and then select ‘Share’. Then select ‘Copy’ to copy the shareable link.
You will be able to then copy this link and provide it to the specific Team you intend. If the link is shared with someone outside of this Team, the person/people will not be able to view it.

If you wish to alter any details of the video including title, description, permissions or options, you can edit this information through accessing the ‘Update video details’ pencil icon on the right-hand side of the video on the page found under ‘My content’ and ‘Videos’.