

Sharing videos on Microsoft Stream

Why use Microsoft Stream?

Microsoft Stream is an Office365 app that allows you to upload and share files from cloud storage. Microsoft Stream videos can be integrated into Microsoft Teams to allow for the efficient sharing of videos to specific Teams channels.

This guide covers:

- [Terminology in Microsoft Stream](#)
- [How to setup a Microsoft Stream channel](#)
- [Integrating Microsoft Stream into Microsoft Teams](#)
- [Add a Microsoft Teams recording to Microsoft Stream](#)
- [Uploading and sharing independent videos](#)

Terminology in Microsoft Stream

Channels in Microsoft Stream

It's important to note that a Microsoft Stream channel is different from a Microsoft Teams channel. A Stream channel is a place to collect videos together and in selecting who can access and view these videos, we can link it to a specific Teams channel. It will be useful to name your Stream channel in a way that helps you to distinguish it from the Teams channel.

Groups in Microsoft Stream

Each **Team** automatically has a **Group** setup on Stream. Members or Owners of the Team are automatically copied over to be Members or Owners of the Group. Any video put into the Group will be available only to these Members and Owners, unless the video is marked as 'companywide' or the permissions are changed on a per user basis.

For example, if you are the participant in the 'English Literature 001' Team on Microsoft Teams, this will appear under your Groups list in Microsoft Stream. As such, the Group that you will use for sharing your videos on Microsoft Stream will already be set up for you as the Team will already exist on Microsoft Teams.

Please note: You will not be able to create your own Group within Microsoft Stream. Within the University this functionality is limited to IT only. Therefore, although you may see Microsoft guidance on this feature, you will not be able to do this yourself. This will not be an issue for you in setting up your classroom as the Group(s) you need will already exist so you will not need to create them.

Stream Channels vs Stream Groups

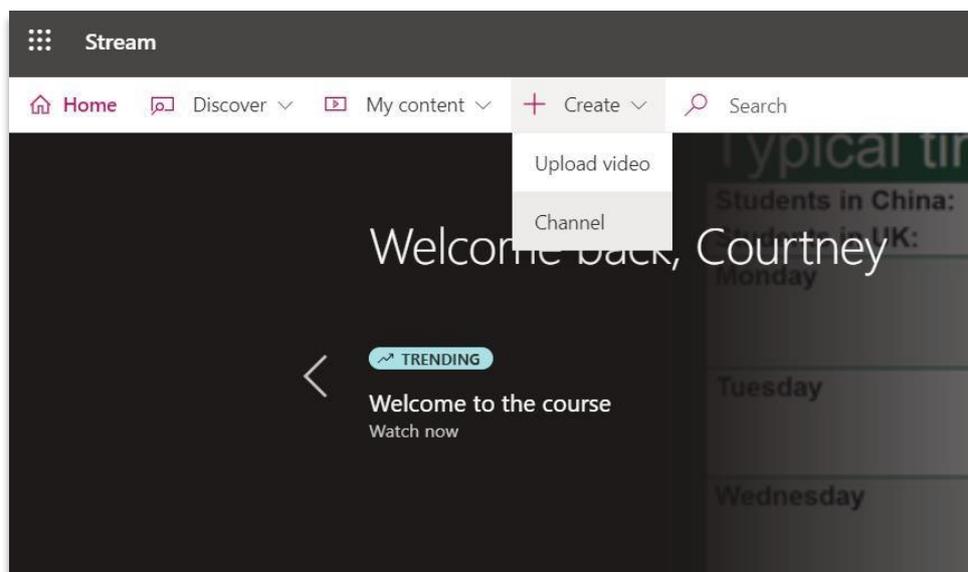
Think of Stream **Channels** as the storage of content in a collection and the Stream **Group** as who the content gets shared with.

Please note: You do not have to share your video within a Stream Group or Stream channel. You can also just share an individual video that does not link to a Group or channel (how to do this is discussed in section 6).

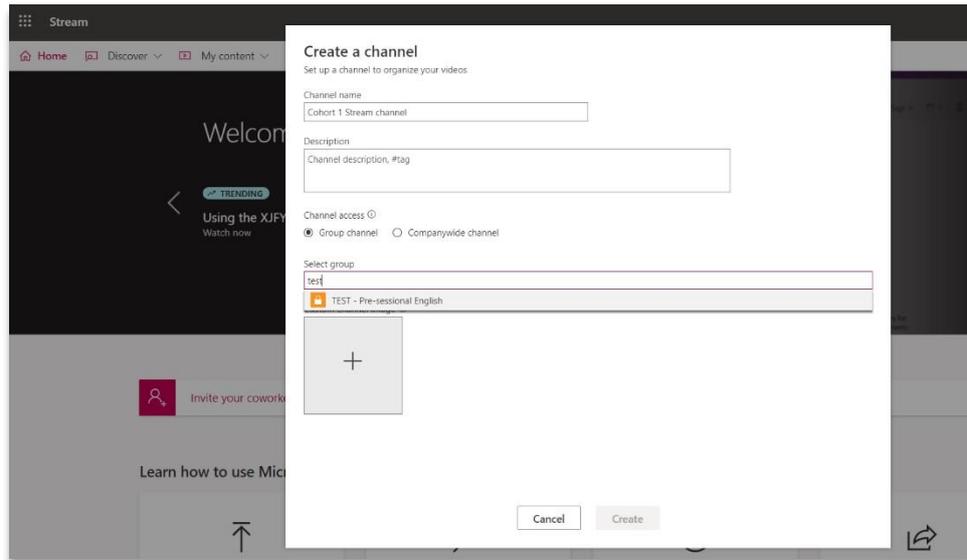
How to setup a Microsoft Stream channel

Creating a Stream Channel

1. In Microsoft Stream, go to 'Create' and 'Channel'.

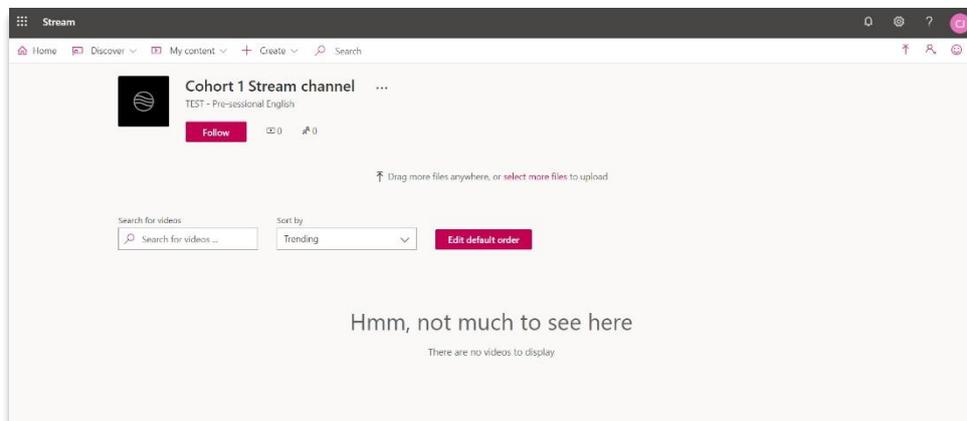


You will see the following option box:



2. Name the Stream channel and add a description.
3. Check that the '**Group channel**' option is selected (selecting 'Companywide channel' will mean the video will be available to everyone at the University of Leeds).
4. Start typing the name of your Group into the 'Search group' field. This Group name will be the name of the Team in Microsoft Teams that you want to use the Stream channel within.
5. Select the name of the Group you want from the options and then select '**Create**'.

Your new channel page will look like this:

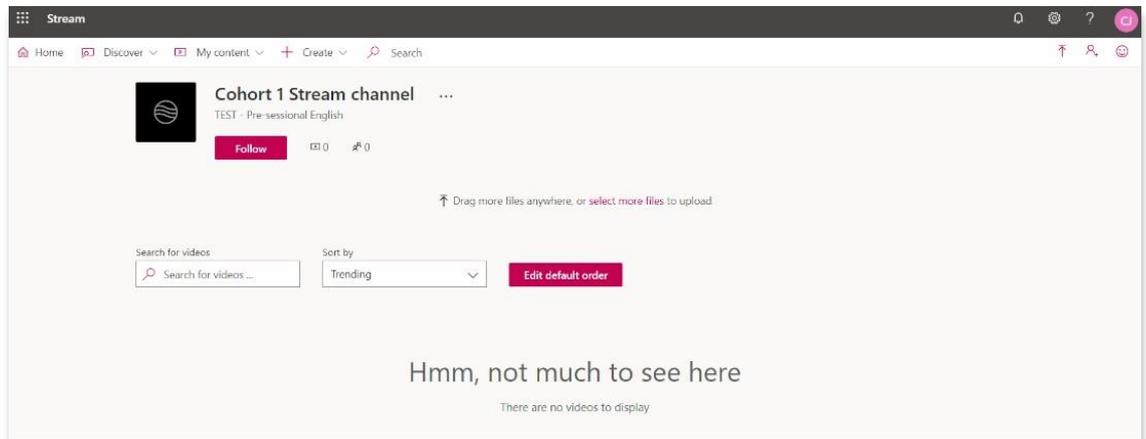


Upload a video to a Stream Channel

1. In **Microsoft Stream**, select the '**My content**' tab from the toolbar and select '**Channels**'.
2. Select the appropriate channel from the list. This will take you to your channel page.

Note: if you have not created the Stream channel but are a channel Owner, you will be able to access the channel and upload videos in the same way as described below. The only difference

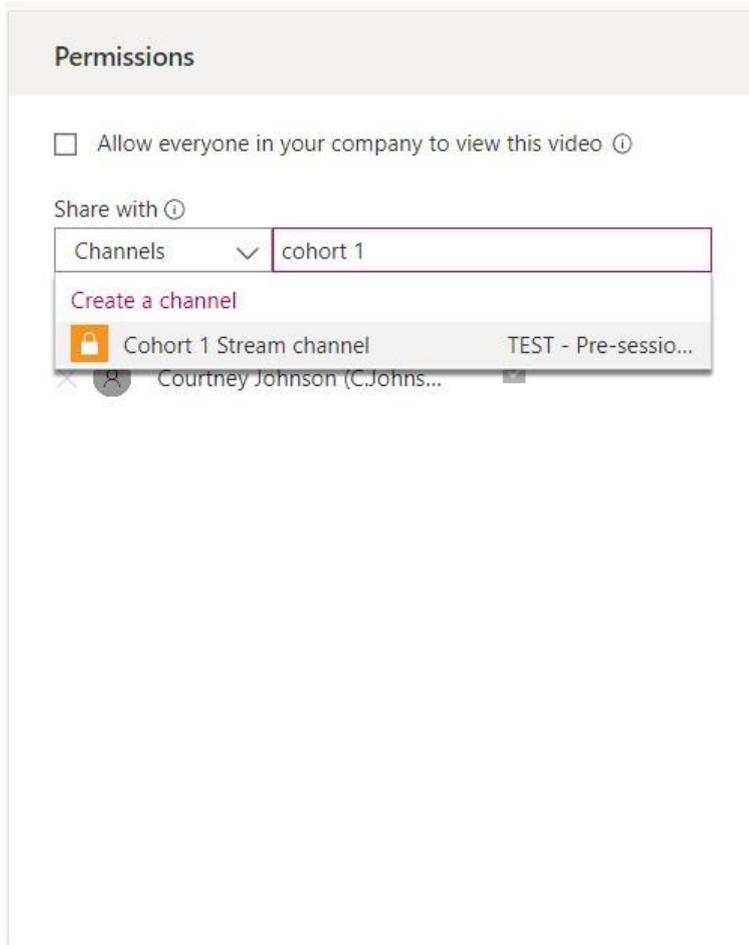
will be that you will access the Stream channel page through 'My content' - 'Groups' - Select the Group you need - Select appropriate channel.



3. Select '**Select more files**' in the centre of the screen or drag the video from your computer file to upload.
4. Name your recording and give a brief description if required.

A screenshot of the video upload form. It includes a 'Name' field with 'test_video' entered. A 'Description' field with the placeholder text 'Create a description for your video, including #hashtags'. A notification box states: 'Setting a video language enables automatic closed captioning for supported languages. Learn more'. A 'Video Language' dropdown menu is set to 'English'. A 'Thumbnail' section shows a 'Processing...' status at '0%' and a grid of four thumbnail slots, with the bottom-right slot containing a plus sign. At the bottom, there are expandable sections for 'Permissions' and 'Options', and two buttons: 'Share' and 'Publish'.

5. After the video is 100% uploaded select '**Permissions**' from the dropdown menu. This will appear as follows:

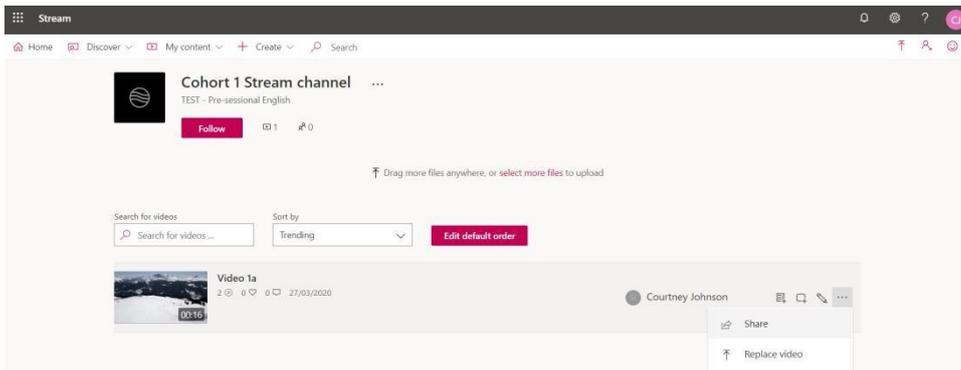


6. Make sure '**Allow everyone in your company to view this video**' is **deselected**. Select yes on the pop-up box that appears after deselecting.
7. Select '**Channels**' from the drop-down menu under 'Share with' and begin searching for the name of the Teams channel you want to share your video to.
8. Select the Stream channel you want. This will add the group to the list of '**Viewers**'.
9. If you wish to share the video with a specific person(s) only as well as within a Stream channel, after adding your channel to the viewer list, drop down the 'Share with' option and select 'People'.
10. Then search for the person's name and select the correct person from the list of options.
11. You can add multiple people using this method by repeating the step and selecting additional people. (If you wish to add specific people only and not include a Group/channel, how to do this is covered in section 6. Please note that if video permissions do not include a Group [which is a Team], the video will not be linked to the Group/Team and will only appear under 'My content', 'Videos'.)

12. Make sure any person or Group you add to the video are set as **Display** not **Owners**. An Owner can edit information about your video and change who can access your video.

13. When you have configured all the settings, select '**Publish**'.

Once published, the video will automatically show in your Stream channel. You can share the video by going to your channel page, selecting the pencil icon to the right of the video and select 'Share'.



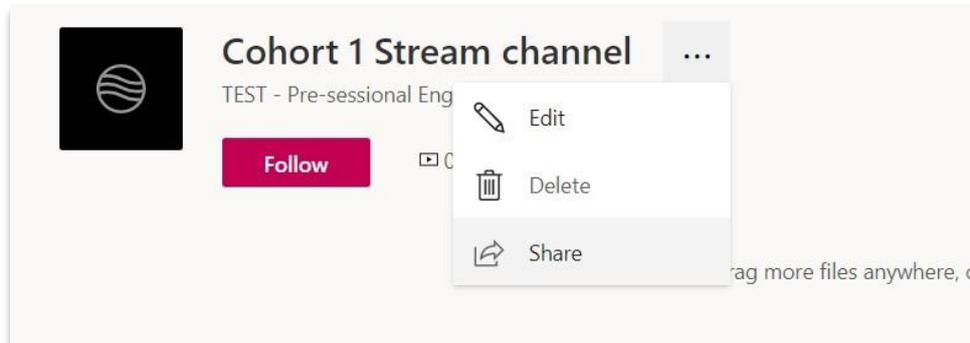
You can then copy the link and share it. The link will only be viewable to people who have been added to the Viewer list as described above.

Adding Microsoft Stream into Microsoft Teams

Adding a Microsoft Stream tab within Microsoft Teams lets you share videos from Stream directly in a tab in your Microsoft Teams channel. This means that once Stream videos are uploaded, they automatically populate in the linked Stream tab in Teams.

Get a share link for your stream channel

1. Find your channel on Microsoft Stream ('**My content**' – '**Channels**' – '**Select channel**').
2. Select the **three dots** to the right of the channel title and select '**Share**'.



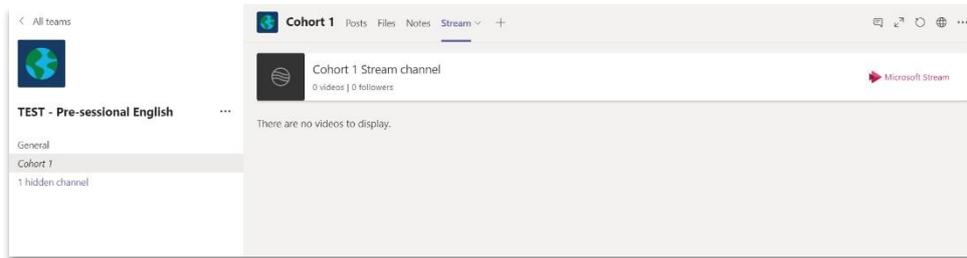
3. Select '**Copy**' to copy the share link.



Add a Stream tab in Microsoft Teams

1. Go to the channel within your Team that you wish to link with your Stream channel.
2. Select **Add a tab (the + icon)** next to your existing tabs and select **'Stream'**.
3. Add a name to the **Tab name** field (this could simply be 'Stream' or 'Video') and add the link (obtained in the step above) to your Microsoft Stream channel.

The Stream tab within your Teams channel should now look like this:



Note on access

It is important to note that a Stream channel is set up to link to an entire Team within Microsoft Teams. Therefore, even if you add the Stream tab within a specific channel (be that hidden or private), the share links for the video, even if sent to a Team member not included within that specific channel, will still be viewable to any member of the wider Team.

However, for videos uploaded individually (as discussed in Section 6) and set to be viewable to specific people only, this inherently means that they are not linked to a Stream channel or a Team. Therefore, these share links will only be accessible to the specific people added in the viewer list within Permissions.

Add a Microsoft Teams recording to Microsoft Stream

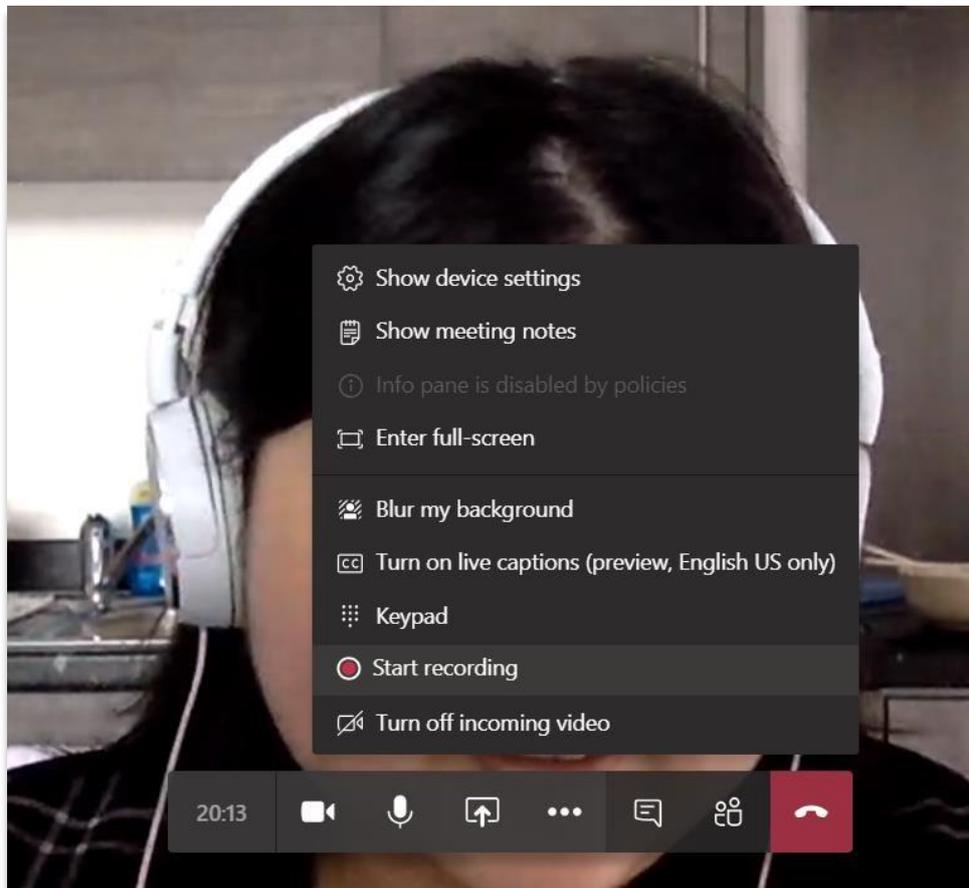
Set up a Teams meeting

In Teams, go to Calendar and select **'New meeting'**. Enter the details and participants to be in the meeting and select **'Save'**. This will then be added to your Teams calendar. You can Join the

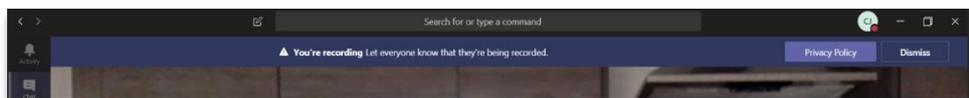
meeting by selecting **Join** on the calendar entry and then once the meeting has opened select **Join meeting**.

Record a Teams meeting

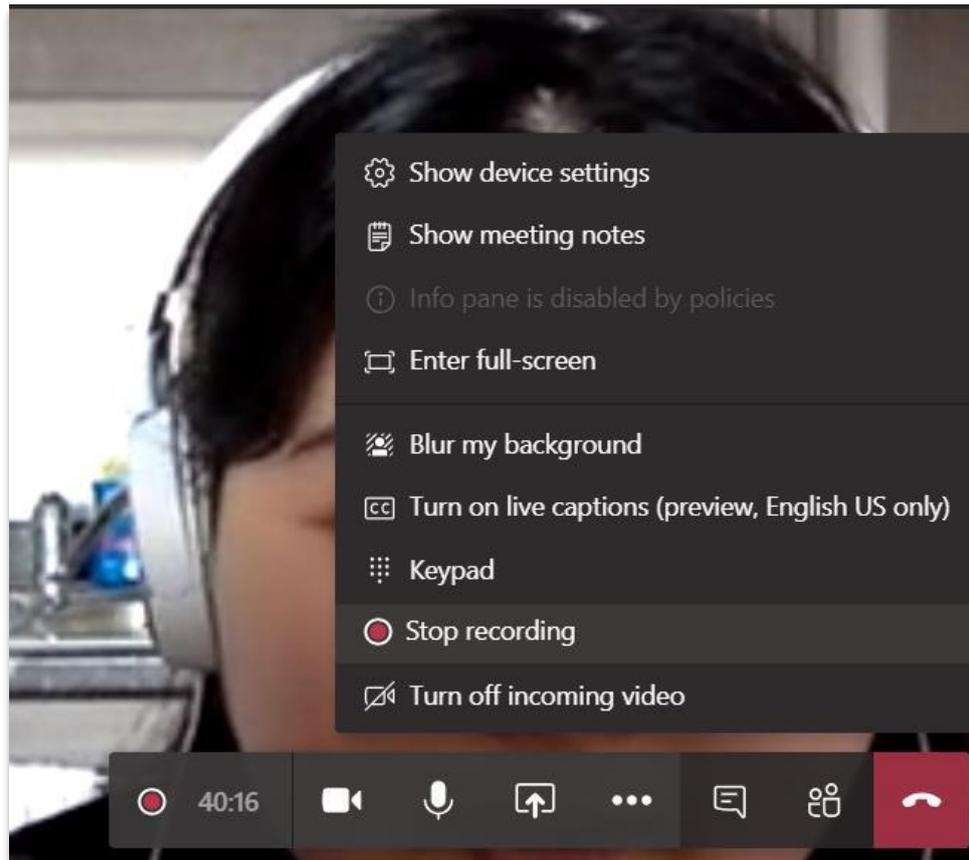
Once you have joined the meeting, go to the three dots and select **Start recording**.



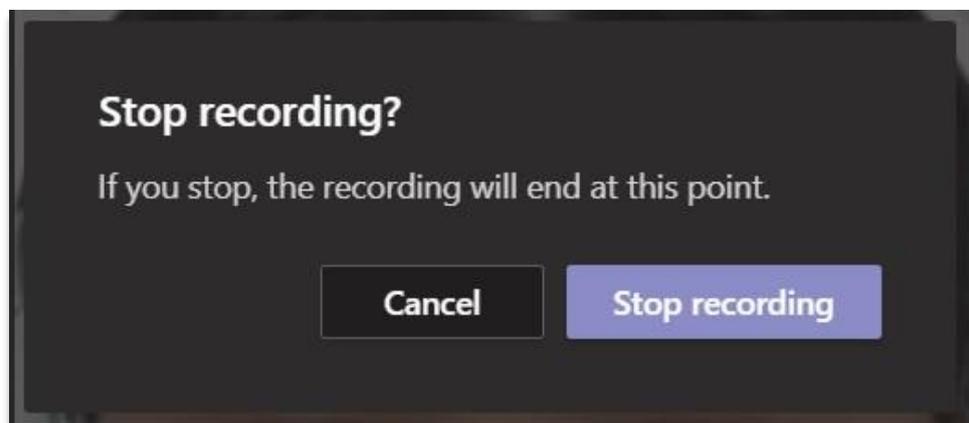
Once you have started recording, a pop-up will appear at the top of the screen to notify participants that they are being recorded. To be transparent, you may wish to inform participants of this ahead of the meeting in case they do not wish to be recorded or in case they wish to turn their camera off.



After you have finished the meeting, select the three dots and select **Stop recording**.



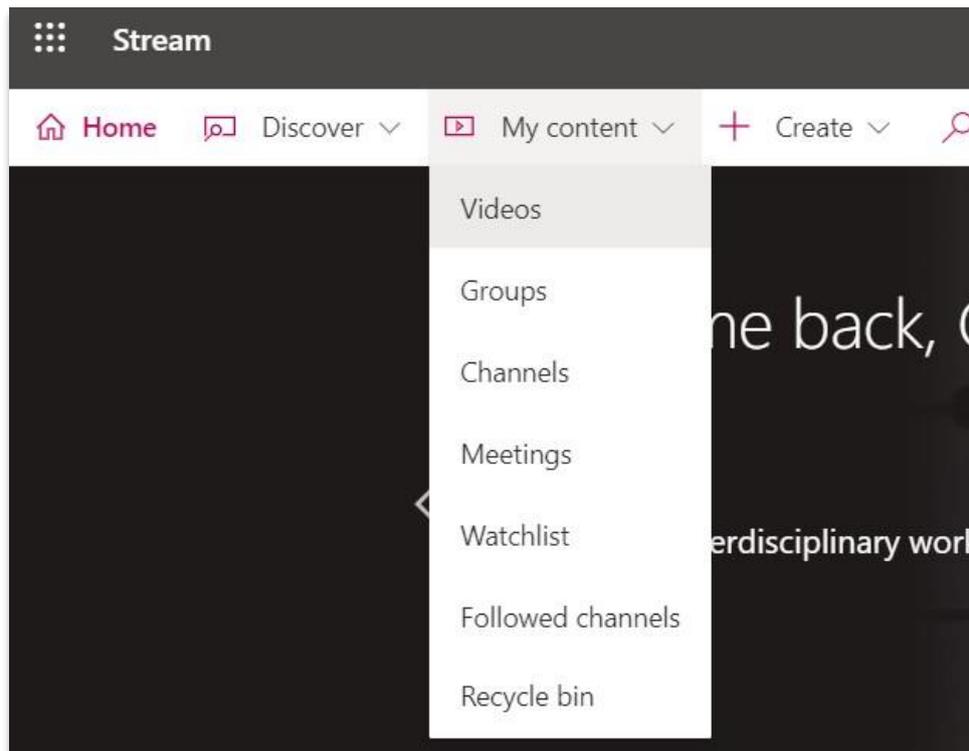
You will then need to confirm again by selecting '**Stop recording**'.



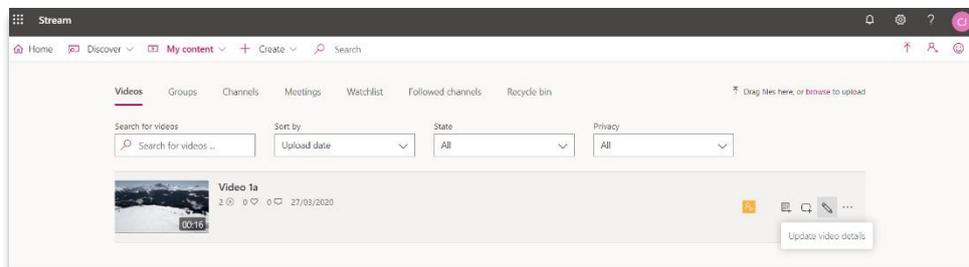
Upload the recording to Stream

Once you have ended the recording for your meeting, you will be able to access your recording within Microsoft Stream. It may take 10-15 minutes for the recording to process and appear on Stream but you will receive an email once it is ready.

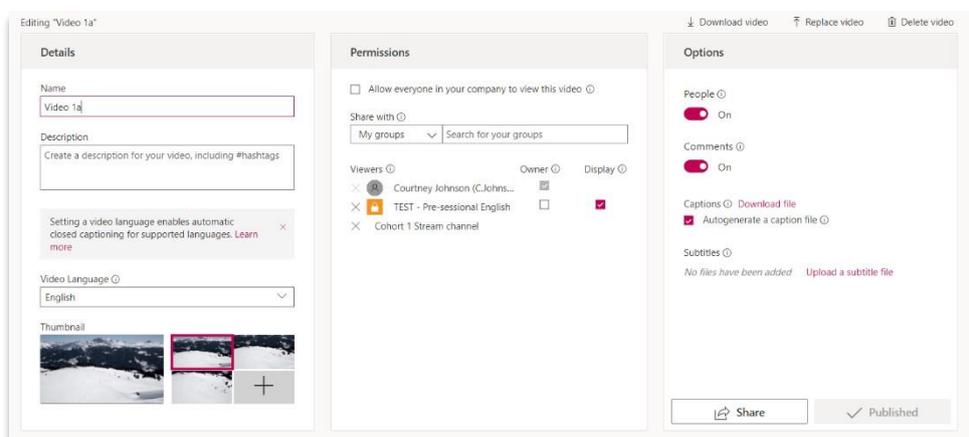
To access the recording, you can either use the email link you receive or, on Microsoft Stream, go to '**My content**' and '**Videos**' or to '**My content**' and then '**Meetings**':



The recording will appear in the list of your videos. It will have the same title as the meeting so you may wish to rename this by selecting the 'Update video details' pencil icon on the right-hand side. Select this pencil icon to edit the options and permissions for this video.



Once you have selected this icon, you will see a page to edit video details, permissions and other options.



In the 'Details' box, add the appropriate title, description and select a thumbnail for the video. In the 'Permissions' box, select who you would like to share access with. **Please refer to Section 3.2 'Upload a video to a Stream channel' for details on how to set permissions.**

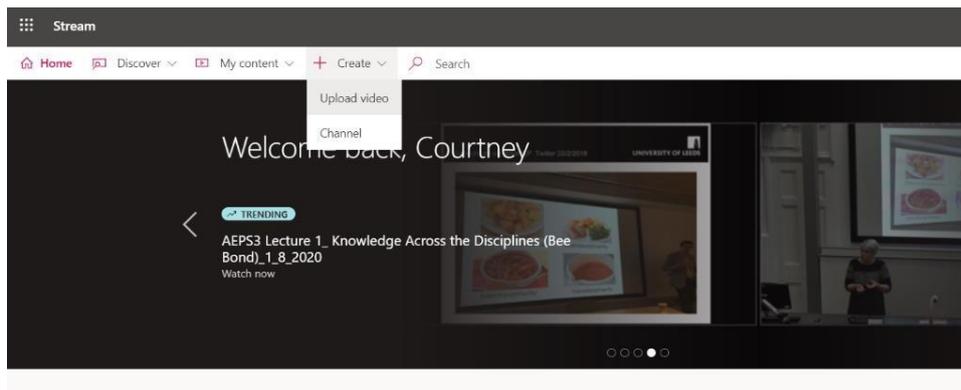
Uploading and sharing independent videos

You may wish to upload and share a video to Microsoft Stream without adding it in to a particular Stream channel. There are a few possible cases in which you may want to do this:

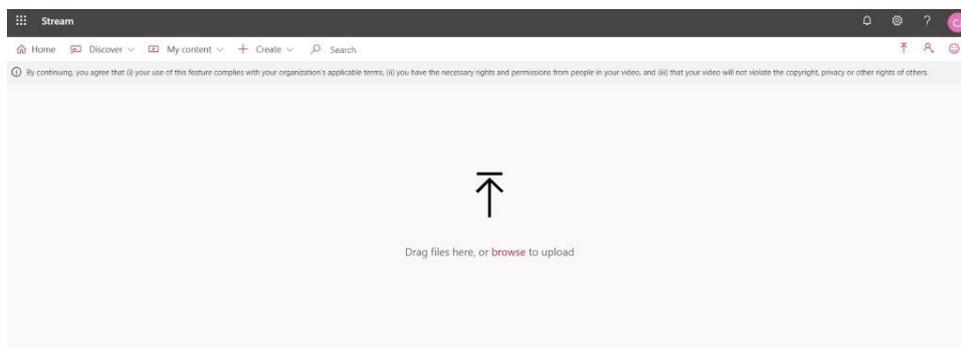
- Sharing a video with a specific set of people only.
- Sharing a video with a Group/Team but not including this video within a Stream channel (this will still allow all Group/Team members to access it via a shareable link but will mean the video is not added to a Stream channel collection).

Sharing a video with a specific set of people only

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.

Name
Video 1a

Description
Create a description for your video, including #hashtags

Setting a video language enables automatic closed captioning for supported languages. [Learn more](#) ×

Video Language ⓘ
English ▾

Thumbnail

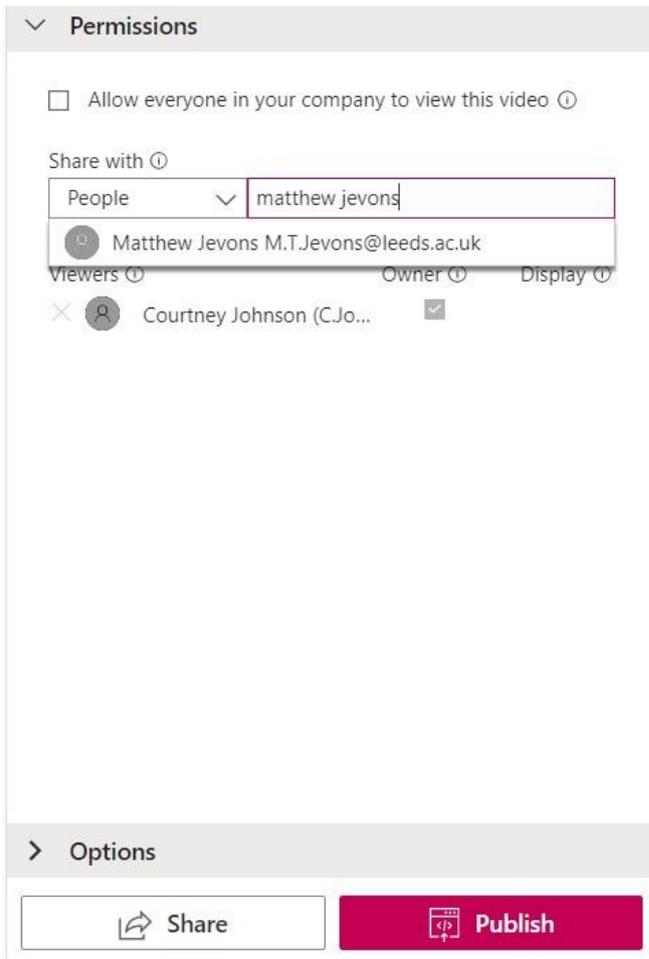

> Permissions

> Options

 Share

 Publish

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.**

Permissions

Allow everyone in your company to view this video ⓘ

Share with ⓘ

People ▾ Search for People

Viewers ⓘ	Owner ⓘ	Display ⓘ
<input type="checkbox"/>  Courtney Johnson (C.Johns...	<input checked="" type="checkbox"/>	
<input type="checkbox"/>  Matthew Jevons (M.T.Jevon...	<input type="checkbox"/>	
<input type="checkbox"/>  Gareth Walker (G.Walker@)	<input type="checkbox"/>	
<input type="checkbox"/>  Celia Goodburn (C.E.Goodb...	<input type="checkbox"/>	

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

Options

People ⓘ

On

Comments ⓘ

Off

Captions ⓘ [Download file](#)

Autogenerate a caption file ⓘ

Subtitles ⓘ

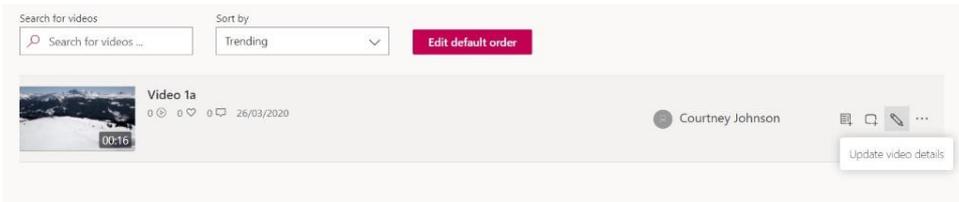
No files have been added [Upload a subtitle file](#)

Select '**Publish**' and then select '**Share**'. Then select '**Copy**' to copy the shareable link.



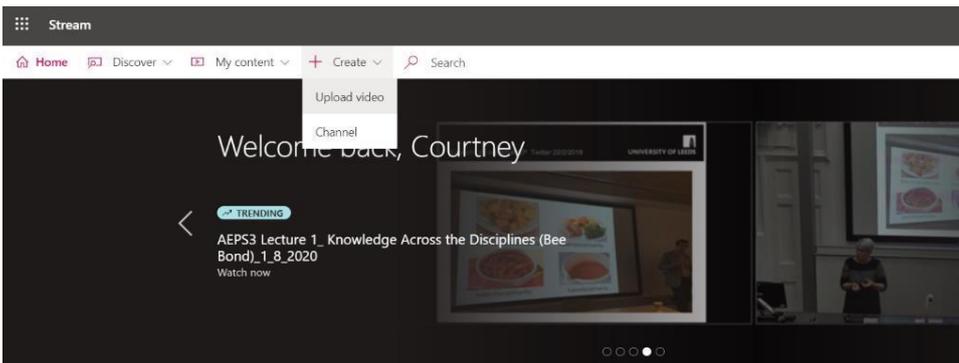
You will be able to then copy this link and provide it to the specific people you intend. If the link is shared with someone outside of those in the Viewer list you have set up in the 'Permissions' tab, the person/people will not be able to view it.

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'.

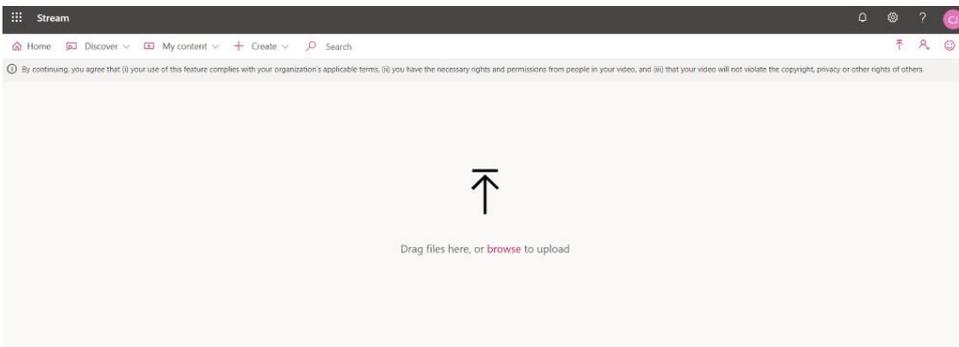


Sharing a video with a Group/Team but not a Stream channel

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.

Name
Video 1a

Description
Create a description for your video, including #hashtags

Setting a video language enables automatic closed captioning for supported languages. [Learn more](#) ×

Video Language ⓘ
English ▾

Thumbnail



> Permissions

> Options

Share Publish

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.

Permissions

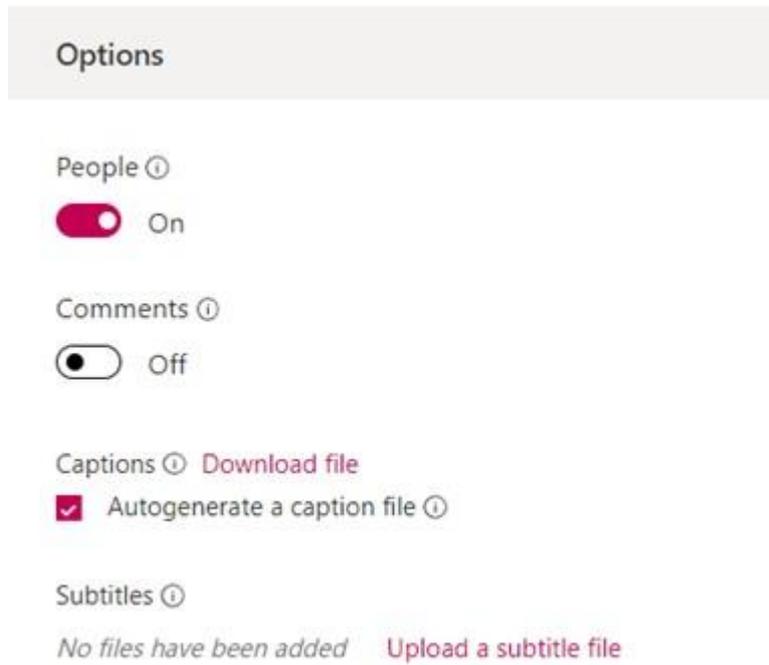
Allow everyone in your company to view this video ⓘ

Share with ⓘ
My groups ▾ Search for your groups

Viewers ⓘ	Owner ⓘ	Display ⓘ
×  Courtney Johnson (C.Johns...	<input checked="" type="checkbox"/>	
×  TEST - Pre-sessional English	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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'.

Search for videos

Search for videos ...

Sort by

Trending

Edit default order



Video 1a

0 0 0 26/03/2020

Courtney Johnson



Update video details