Microsoft Stream – Basic Operations

Contents
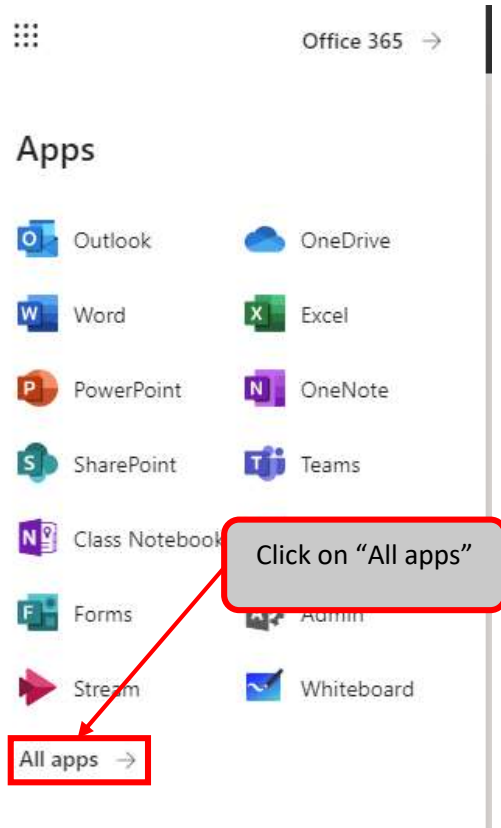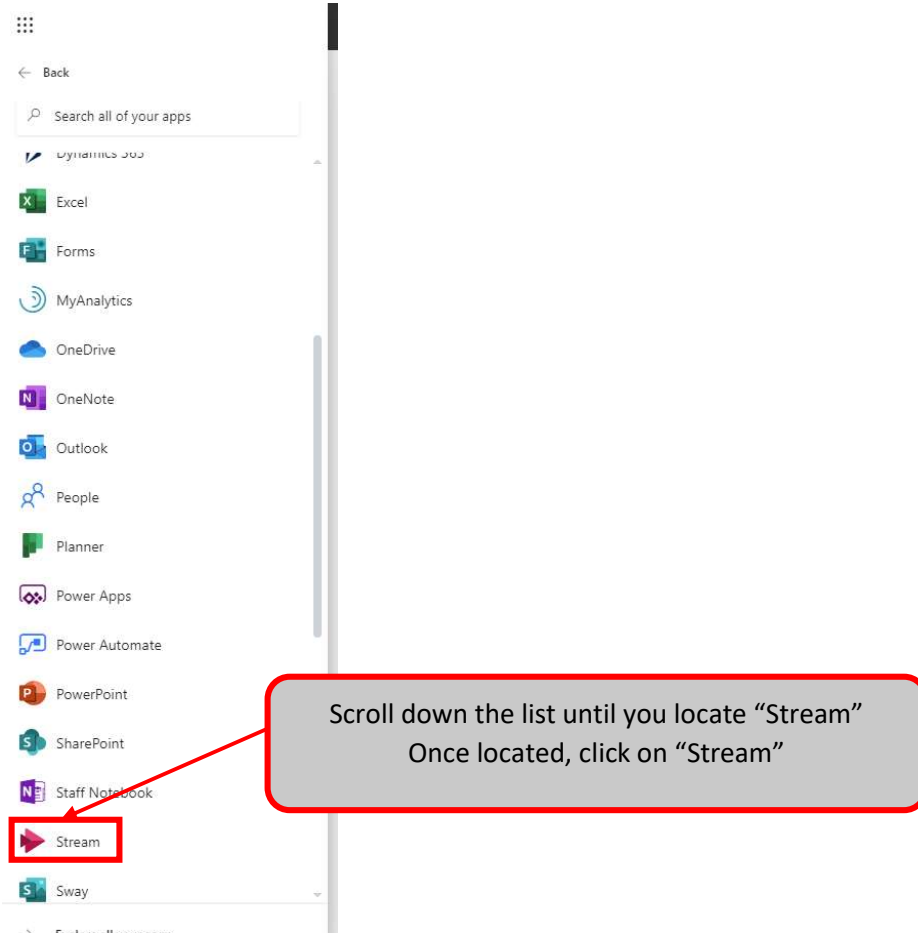
Locate your Stream Videos

1. Log into your Office 365 account (https://office.com)
2. Look to the top left-hand corner of Office 365. Click on the app launcher.
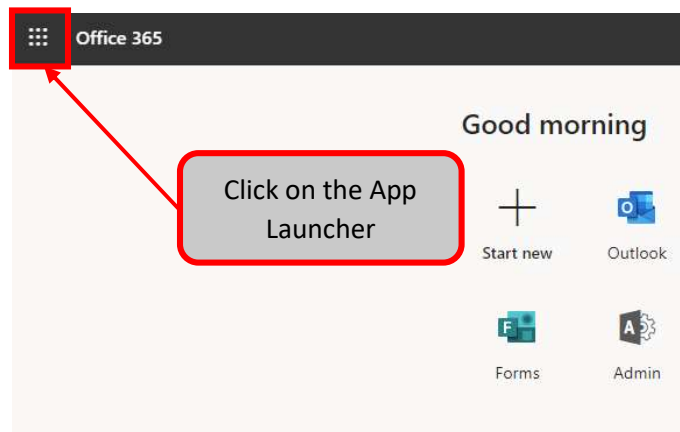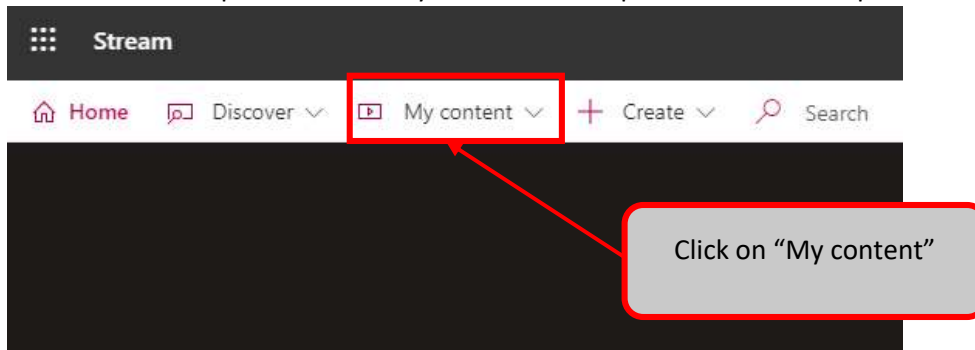

3. Once the app launcher opens, click on "All apps ->"

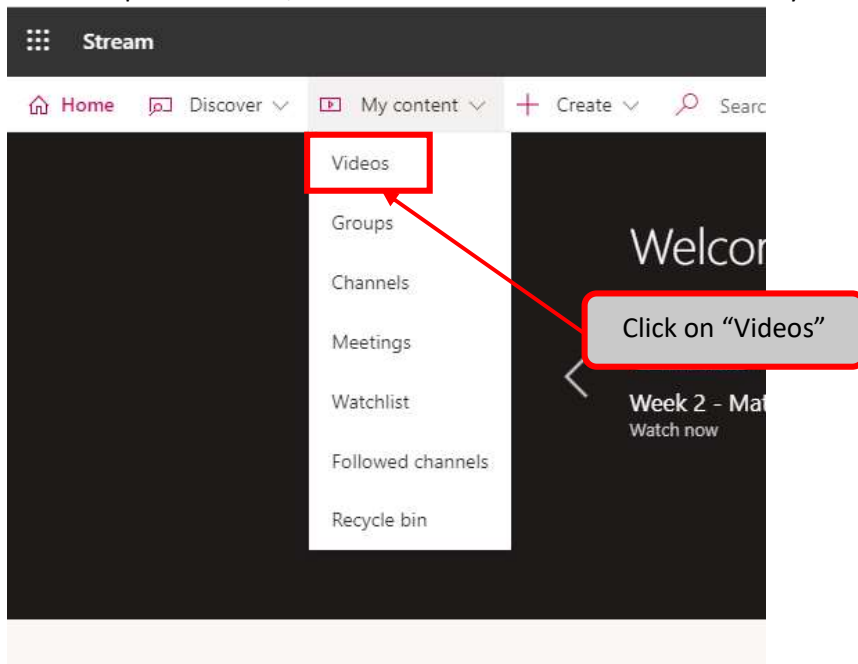4. Scroll down the list until you locate "Stream". Click on "Stream".

Scroll down the list until you locate "Stream"
Once located, click on "Stream"

5. Stream will now open. Click on "My content". A drop-down menu will open.

Click on "My content"

6. In the drop-down video, click on "Videos" to view the videos that you have created or uploaded.
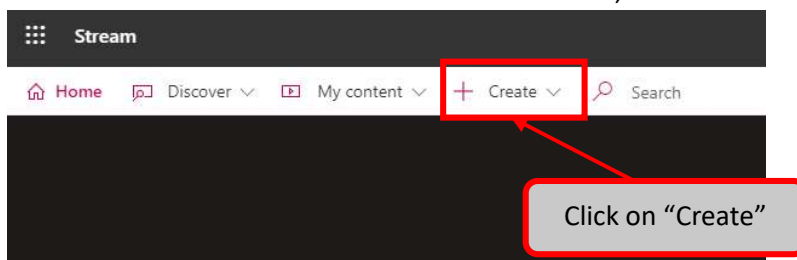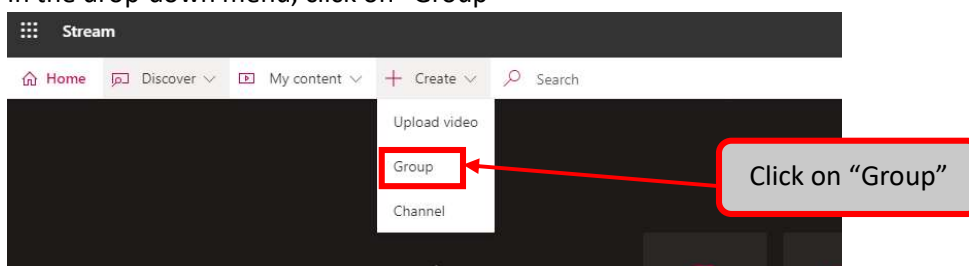

7. Your videos will now be displayed.
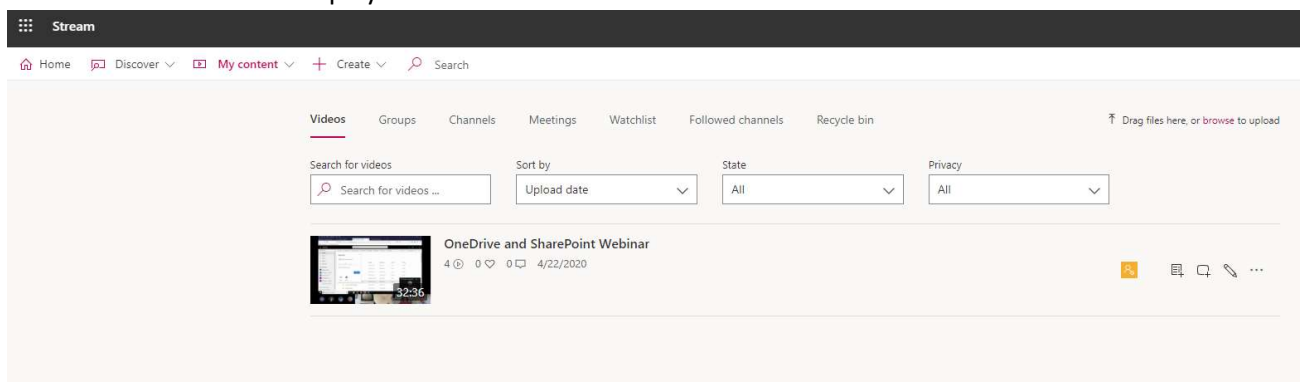
Create a Group

1. Launch Microsoft Stream. Once Stream is launched, click on "Create". A drop-down menu will appear.

2. In the drop-down menu, click on "Group"

3. The "Create a group" window will now appear. Fill in the "Name" and "Group email alias" fields. Click on the "Access" drop-down menu. Select either "Private group" or "Public group".
   - A public group is accessible to anyone in the organization
   - A private group is accessible only to the members of the group

Fil in the "Name" and "Group email alias" fields

Use the drop-down menu to set the group as "private" or "public"
As a private group, only members of the group can see the group
As a public group, anyone in the organization can see the group

Choose an access setting for this group. "Public group" means anyone in your organization can see it; "private group" means only people you add to the group can see it.

4. Decide if you would like to enable the option to allow all members of the group to either add or remove videos and remove videos or adjust permissions (to videos and channels that the group has access to)

Allow all members to contribute ⓘ

This allows all members to add and remove videos and channels, and edit the permissions and metadata of videos in this group.

5. At the bottom of the "Create a group" window, you will search for members to add to the group. In the search field, search for a user's name. Select the desired user from the search results to add them to the member list.

Search for the desired user to add as a group member
Select the desired user in the search results to add them as a member

6. The selected user will now appear in the group's Member list.

Access ⓘ

Private group   ∨

Add group members ⓘ

Search for people

Member   Owner ⓘ

✕ 👤 Me (chris.kwong@)   ☑

✕ 👤 Jeff Piper (jeff.piper@)   ☐

7. When finished, click on "Create" to create the Stream group.

Create a group

Create a Microsoft Stream group connected to an Office 365 group as an easy way to organize who has permission to see and edit your videos and channels.

Name   Group email alias
LT Videos   LTVideos   @...

Description
Group description

Access ⓘ   Allow all members to contribute ⓘ
Private group   ∨   ⬤ On
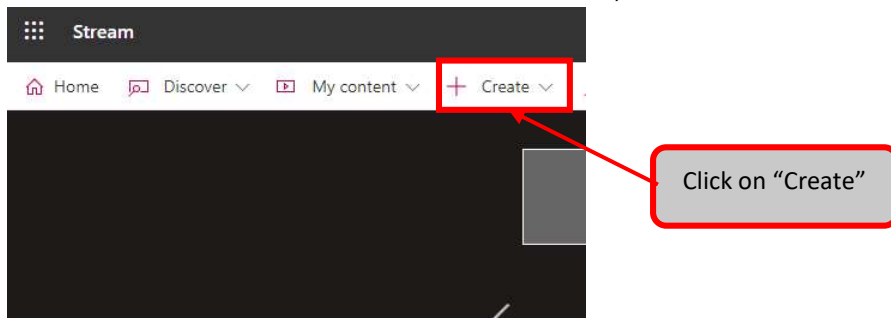
Add group members ⓘ
Search for people

Member   Owner ⓘ
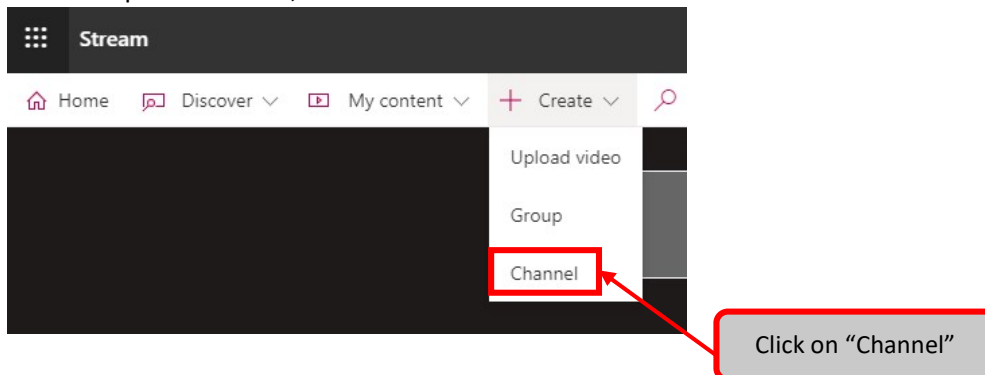✕ 👤 Me (chris.kwong@)   ☑

> When finished, click on "Create" to create the Stream group

Cancel   Create

Create a Channel

1. Launch Microsoft Stream. Once Stream is launched, click on "Create". A drop-down menu will appear.

⬚ **Stream**

⌂ Home   🔲 Discover ∨   ▶ My content ∨   + Create ∨

> Click on "Create"

2. In the drop-down menu, click on "Channel"

⬚ **Stream**

⌂ Home   🔲 Discover ∨   ▶ My content ∨   + Create ∨   🔍

Upload video

Group

Channel

> Click on "Channel"

3. The "Create a channel" window will now appear.
    Fill in the fields for "Channel name".
    In the "Select group" field, type out the name of a group that you would like to grant access to (for this new channel). Select the desired group in the search results.

Create a channel
Set up a channel to organize your videos

Channel name
LT Various Videos

Enter a name for the channel

Description
Channel description, #tag

Channel access ⓘ
◉ Group channel

In the "Select group" search field, search for the desired group
Select the desired group in the search results to grant access to the channel.

Select group
LT
🔒 LT Videos

4. The selected group will now appear in the "Channel access"

Channel access ⓘ
◉ Group channel

✕ LT Videos

Custom channel image ⓘ

+

When you are finished click on "Create"
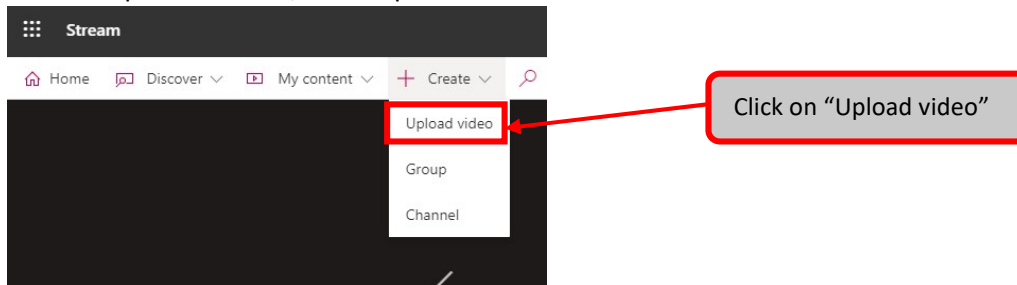
Cancel   Create

5. When are you finished, click on "Create" to create the channel.

Upload a Video

1. Launch Microsoft Stream. Once Stream is launched, click on "Create". A drop-down menu will appear.

Click on "Create"
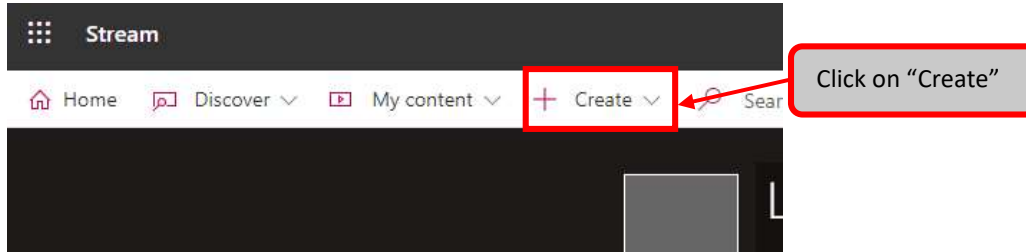
2. In the drop-down menu, click "Upload video"

Click on "Upload video"

3. NOTE: By continuing, you agree that your use of this feature complies with your organization's applicable terms, you have the necessary rights and permissions from people in your video, and that your video will not violate the copyright, privacy, or other rights of others.

4. If you would like a caption file to be automatically generated for the video then select a video language (from the drop down menu) and then click on "Save".
   If you do not want a caption file to be created then click on "No thanks"

Set a default video language

Setting a video language allows a caption file to be automatically generated (for supported languages), and makes your video easier to find. Set it now and we'll remember it next time.

Default video language

Select a language

If you would like a caption filed for your video to be generated, click the drop-down menu and select a language

If you do not want to generate a caption file, click on "No thanks"

No than...   Save

5. The video upload window will appear. You will see the upload progress of your video.
The Details collapsible menu will be open where you can rename the video. You may also set a thumbnail from this menu.
Click on "Permissions" to un-collapse that menu.

You can rename the video from the "Name" field

Click on "Permissions" to un-collapse Permissions menu
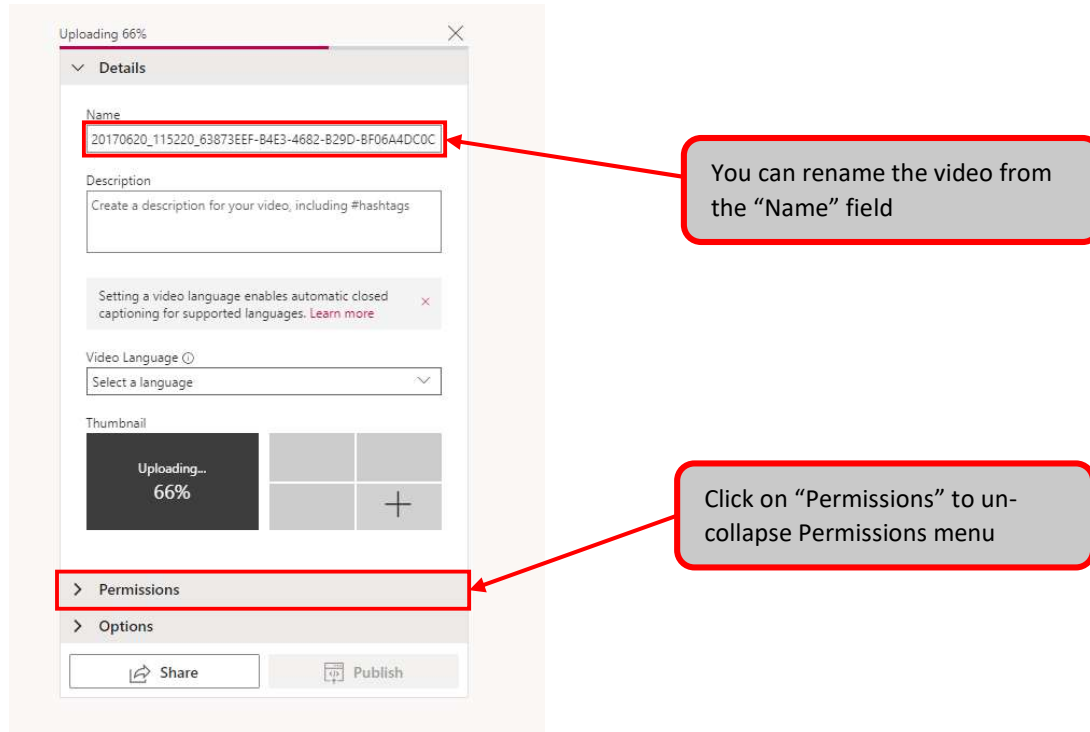
6. In the Permissions menu, you will find a checkbox that you can use to grant permission to everyone in the organization to view this video.
You can also use the drop-down menu and the search field next to it to specific groups/channels/users to grant permission to the video.
Click on "Options" to un-collapse that menu.

If the checkbox is checked, then that will give everyone in the organization permission to view your video

Click on "Options" to un-collapse Options menu
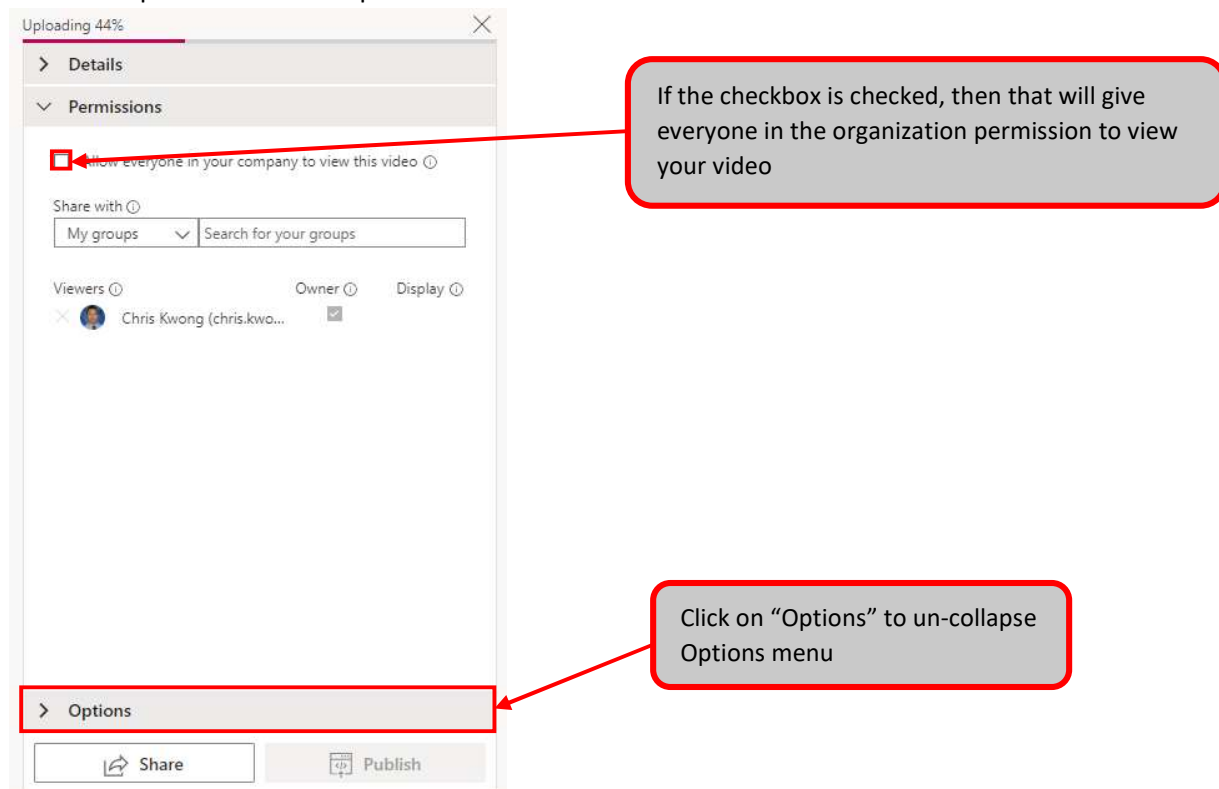
7. In the Options menu, you can un-toggle "People" which will generate a timeline view of people in your video. There is also an option to enable the automatic generation of a caption file or you can upload your own subtitle file.
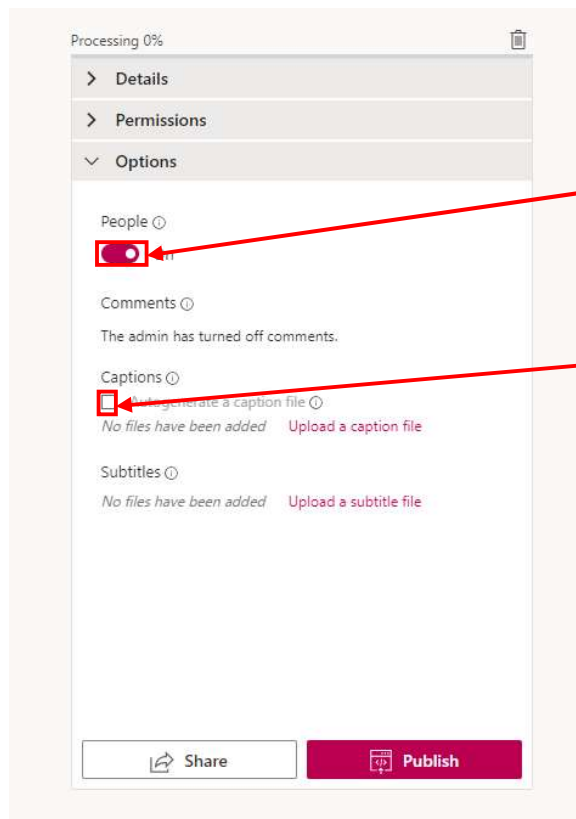

Click on "Options" to un-collapse Options menu

If you would like captions to be automatically generated for your video, the "Captions" checkbox must be checked

8. When you are finished click on "Share" or "Publish"
   If you click on "Share", you will be given a link that you can use to share to other users.
   If you click on "Publish", you make the video available to those you've granted permissions to (as soon as it is done processing).
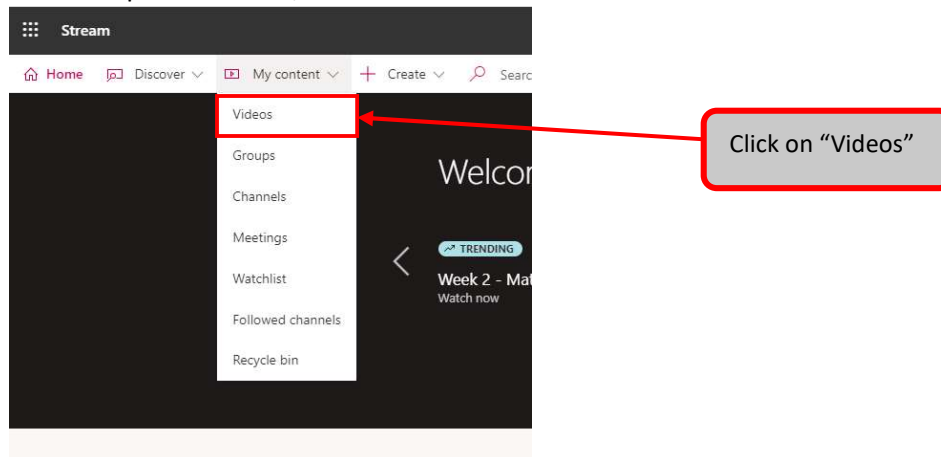
Remove/Grant Allow everyone in your company to view this video

1. Launch Microsoft Stream. Once Stream is launched, click on "My content". A drop-down menu will appear.
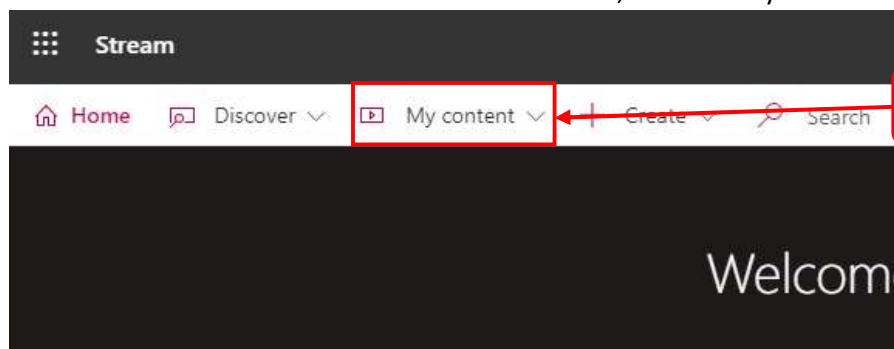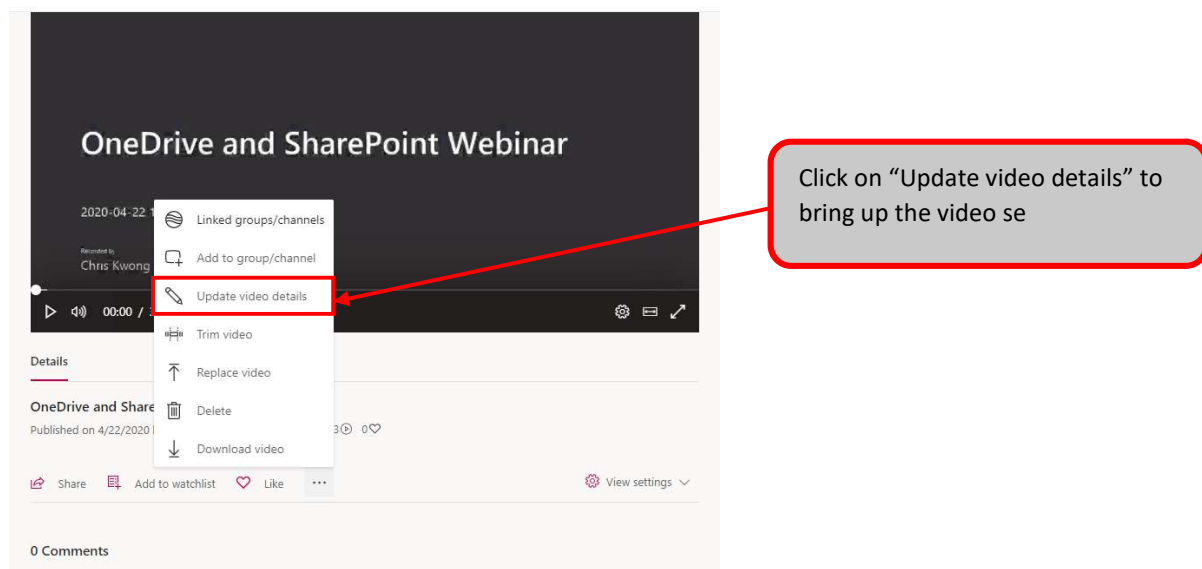

Click on "My content"

2. In the drop-down menu, click on "Videos"
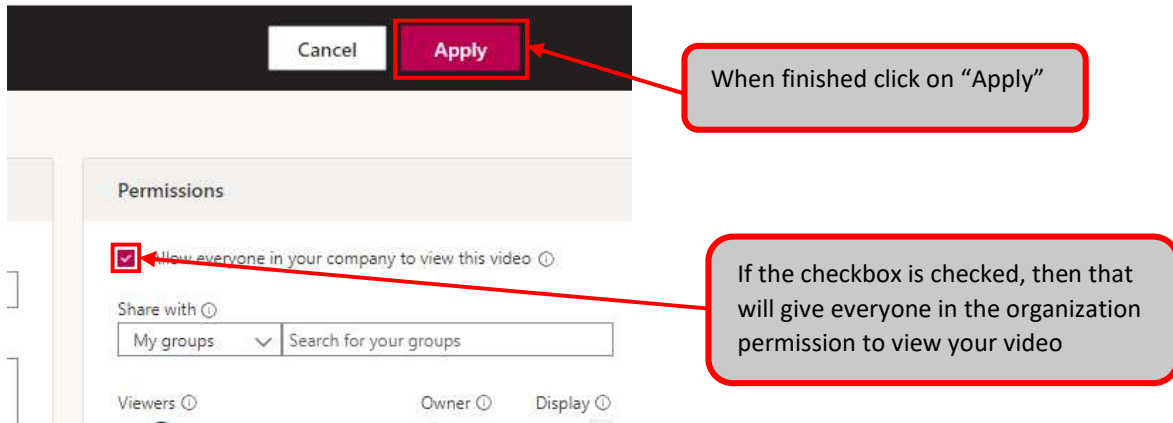

Click on "Videos"

3. In your list of videos that appears, click on the desired video.
4. Click on "…" to bring up video settings.

Click on "…" to bring up the video settings menu

5. In the menu that appears, click on "Update video details".
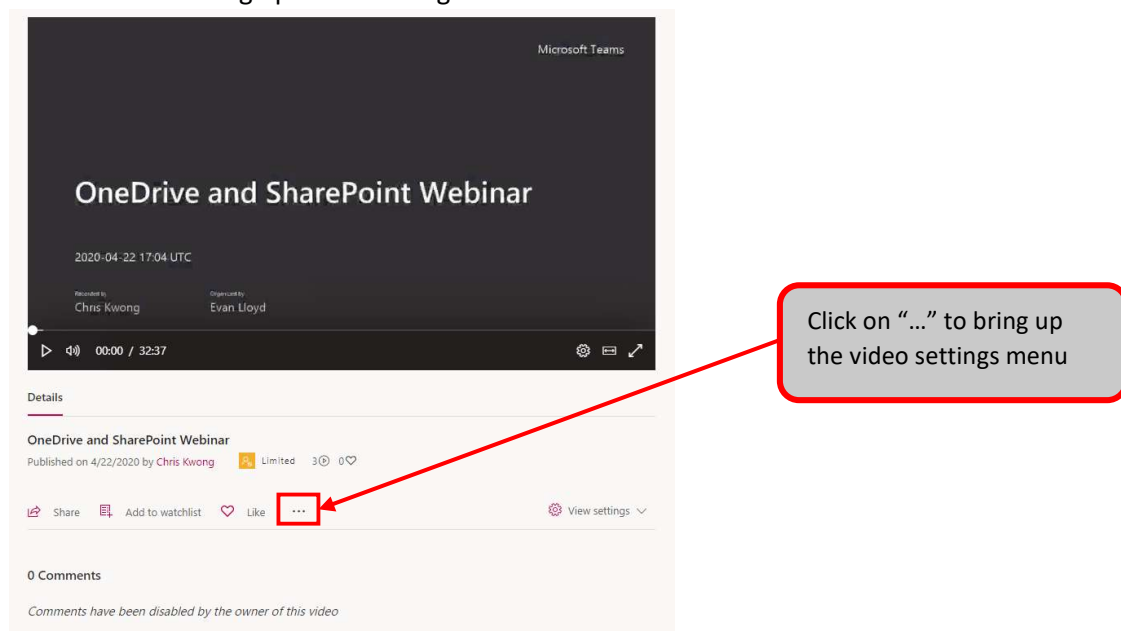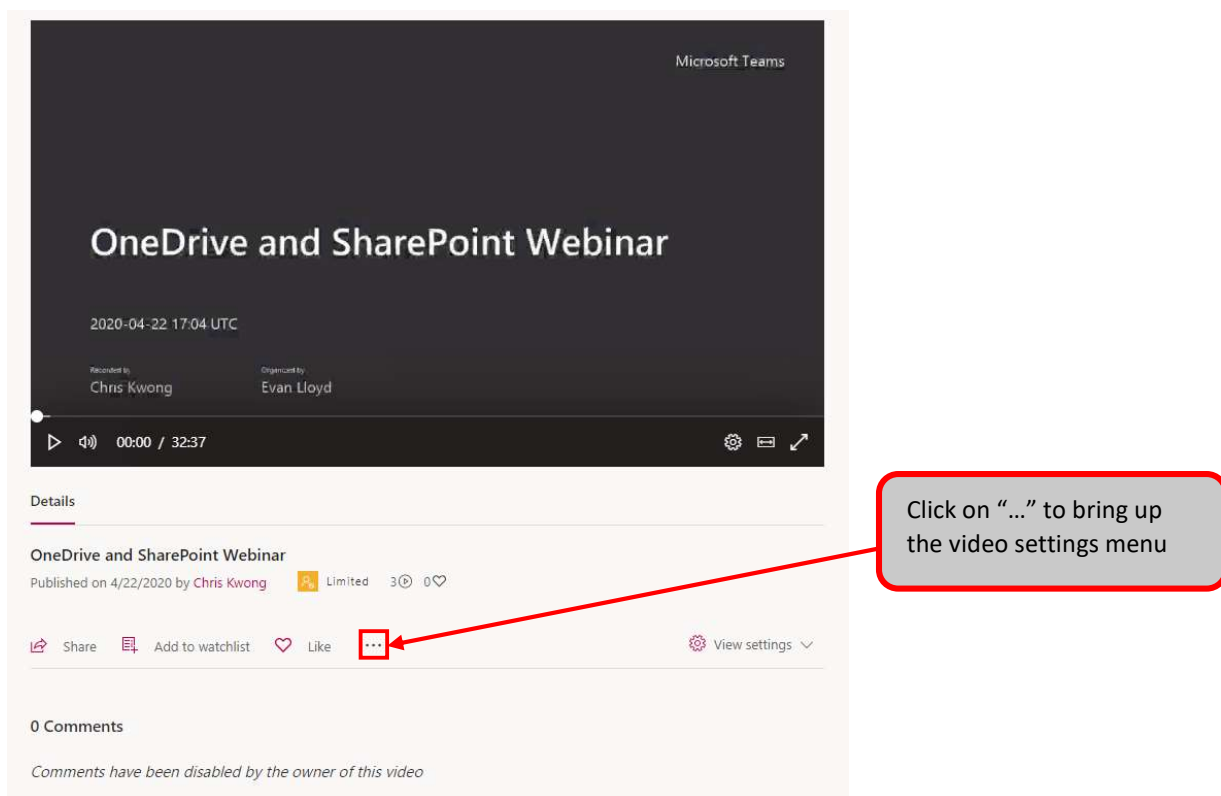

Click on "Update video details" to bring up the video se

6. In the "Permissions" menu, there will be a checkbox for to "Allow everyone in your company to view this video". If it is checked off, that means everyone in the organization can video the video.
If this box is not checked off, that means only the users in the permissions list can view the video.
Click on "Apply" when finished making your necessary change.

When finished click on "Apply"

If the checkbox is checked, then that will give everyone in the organization permission to view your video

Individual Permissions

1. Go to your Microsoft Stream video. Click on "…" to bring up video settings.

Click on "…" to bring up the video settings menu

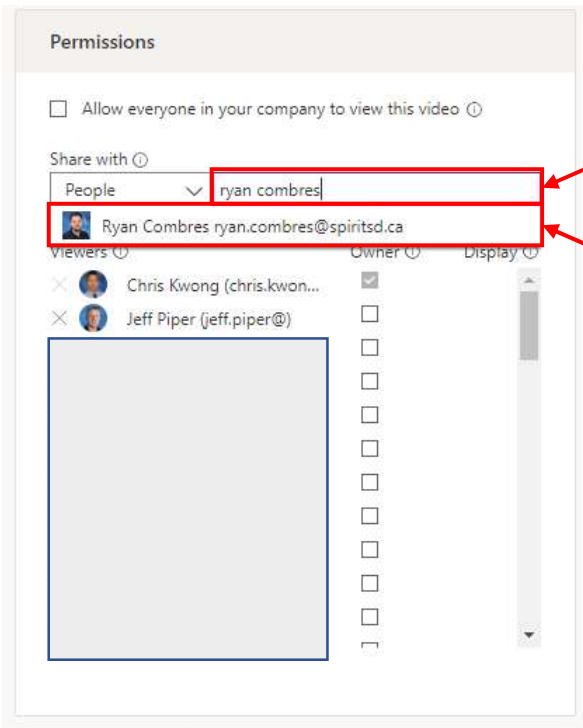2. In the menu that appears, click on "Update video details".
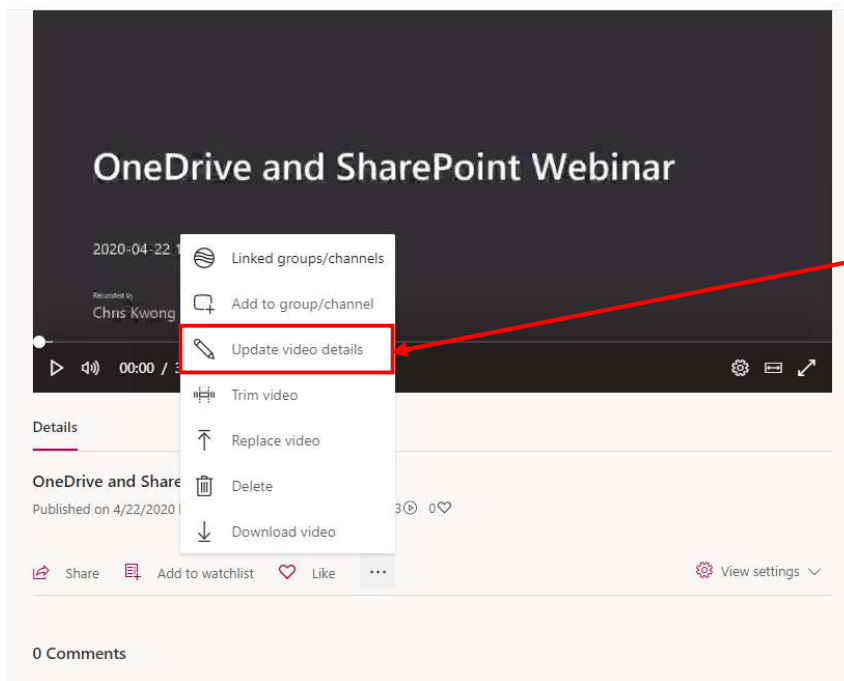
Click on "Update video details" to bring up the video settings menu

3. In the permissions section, click on the drop-down menu labelled "My groups". In the menu that appears, select "People".

Click on "My groups", a drop-down menu will appear

Click on "People"
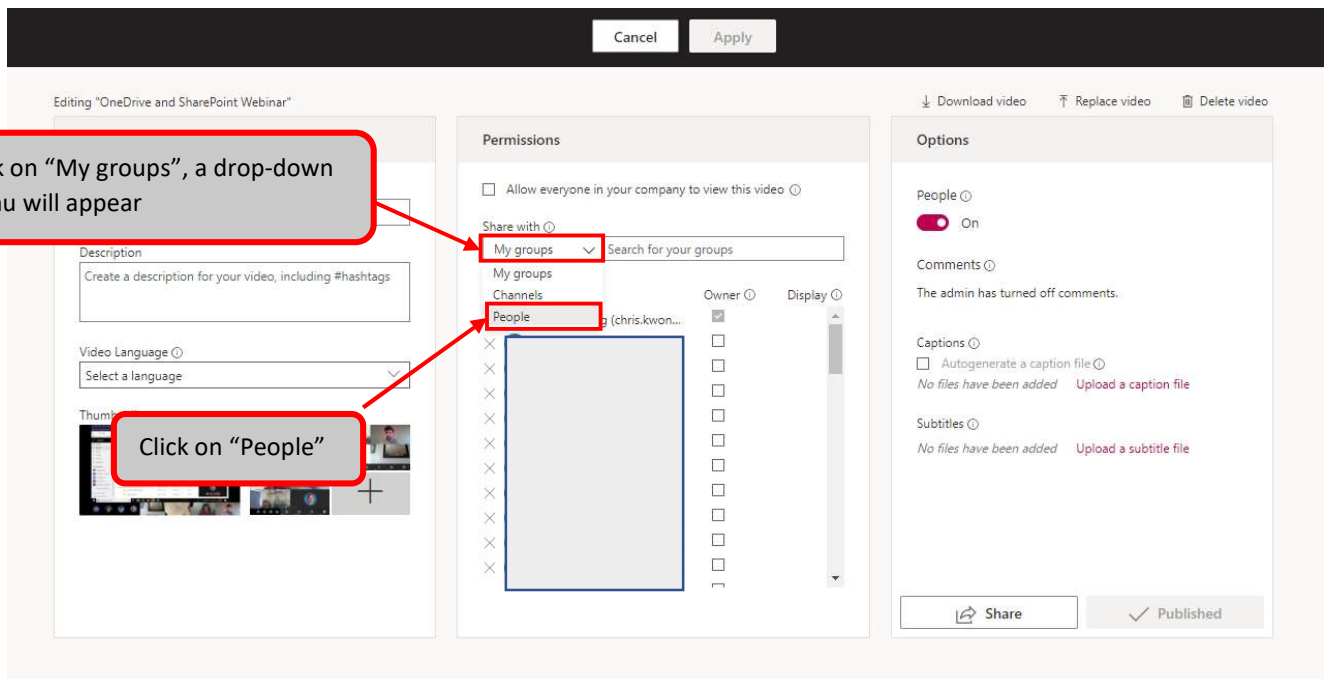
4. The drop-down menu should now be labelled "People". Enter the name of the user that you are searching for in the search field to the right (of the drop-down menu).
A search result box will appear that will display possible matches for your search. Select the desired search result to add them to the list.
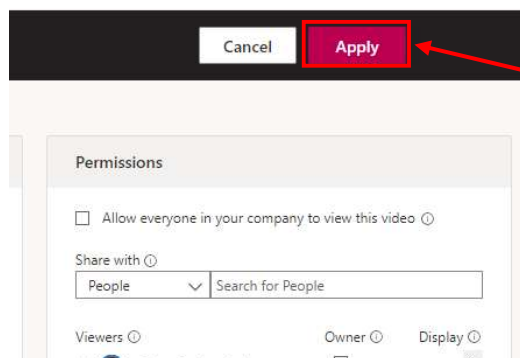
Click in the search field and search for the desired user

Select the desired user in the search results to add them to the permissions list

5. To verify the selected user was added to the permission list, scroll down to the end of the permissions list. You will locate the user that was just added to the permissions list.

6. When you are finished. Click "Apply" located at the top of the Permissions box. Your view will change and it will go back to the Stream video.
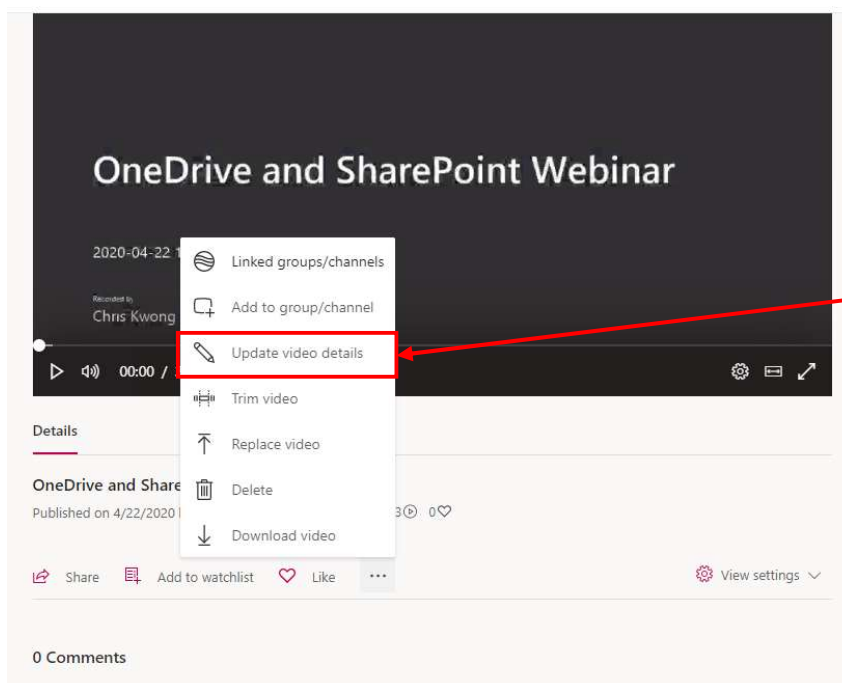

When finished, click on "Apply"

Group Permissions

1. Go to your Microsoft Stream video. Click on "…" to bring up video settings.
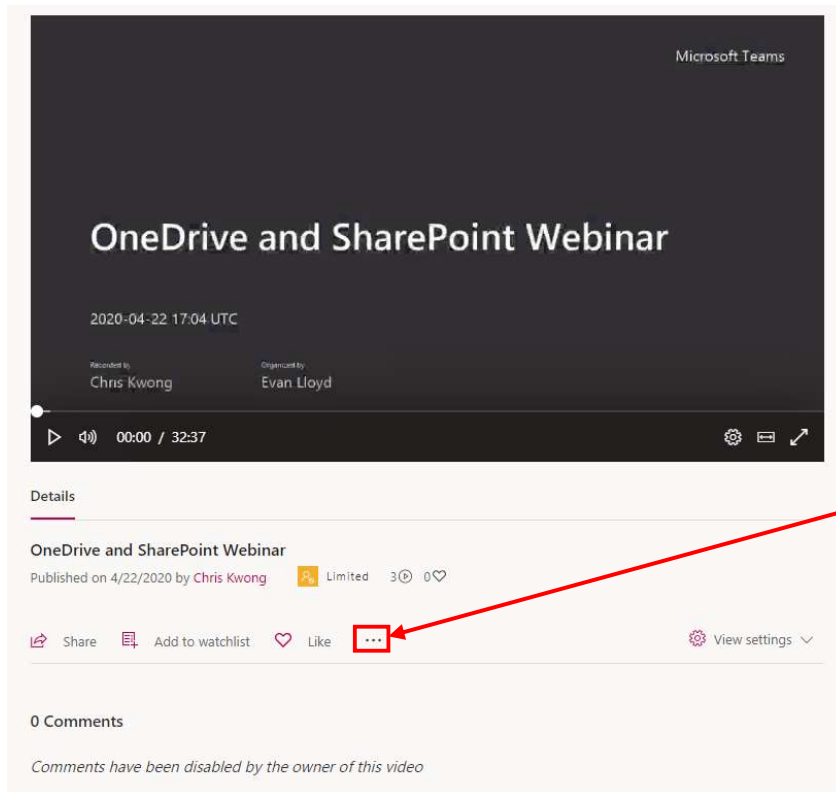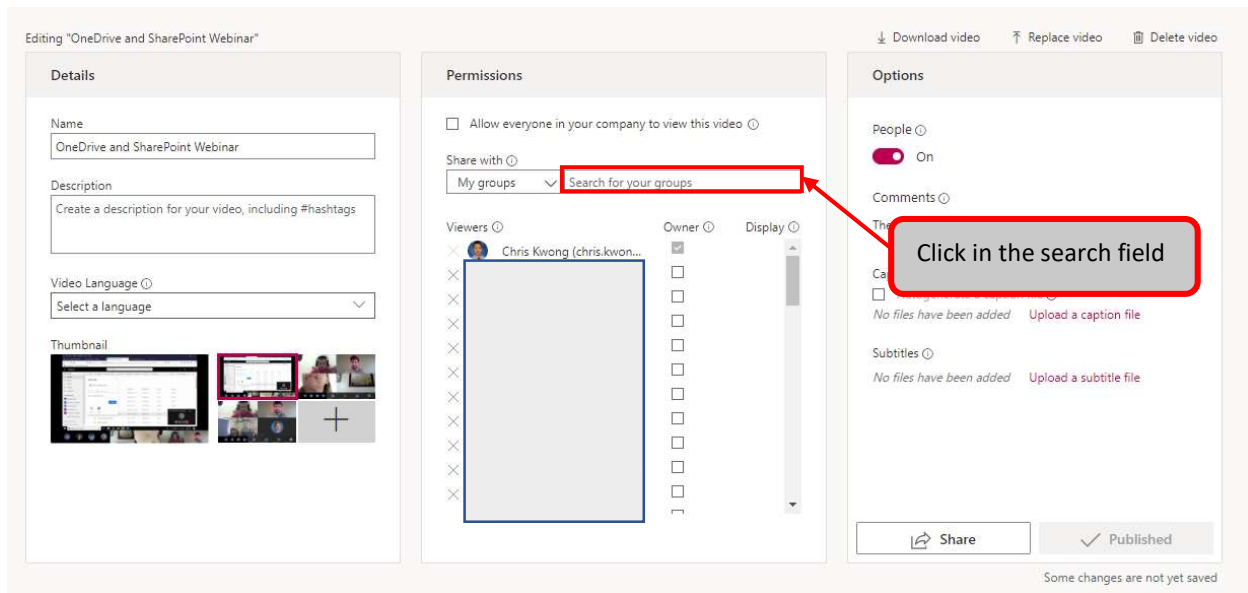

Click on "…" to bring up the video settings menu

2. In the menu that appears, click on "Update video details".
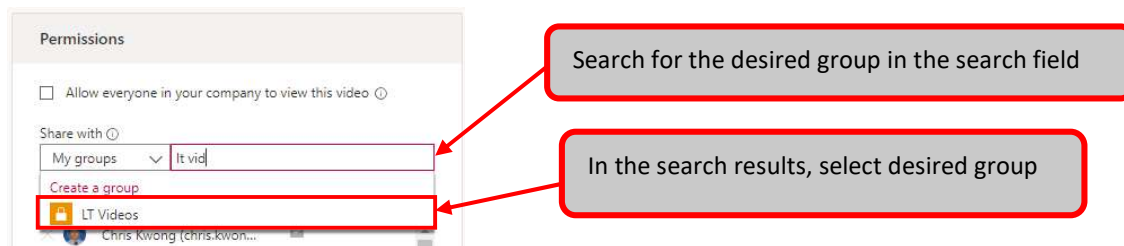

Click on "Update video details" to bring up the video settings menu

3. In the "Permissions" box, click on the search field labelled "Search for your groups"

4. Search for the desired group that you would like to grant permissions to.
   Select the desired group in the search results.

Search for the desired group in the search field

In the search results, select desired group

5. Scroll down the Permissions list, you will see the selected group in the permission list now.
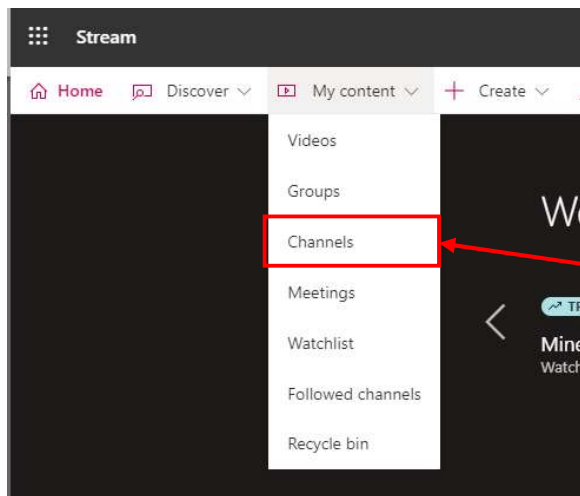   Click "Apply" when finished.

Click "Apply" when finished
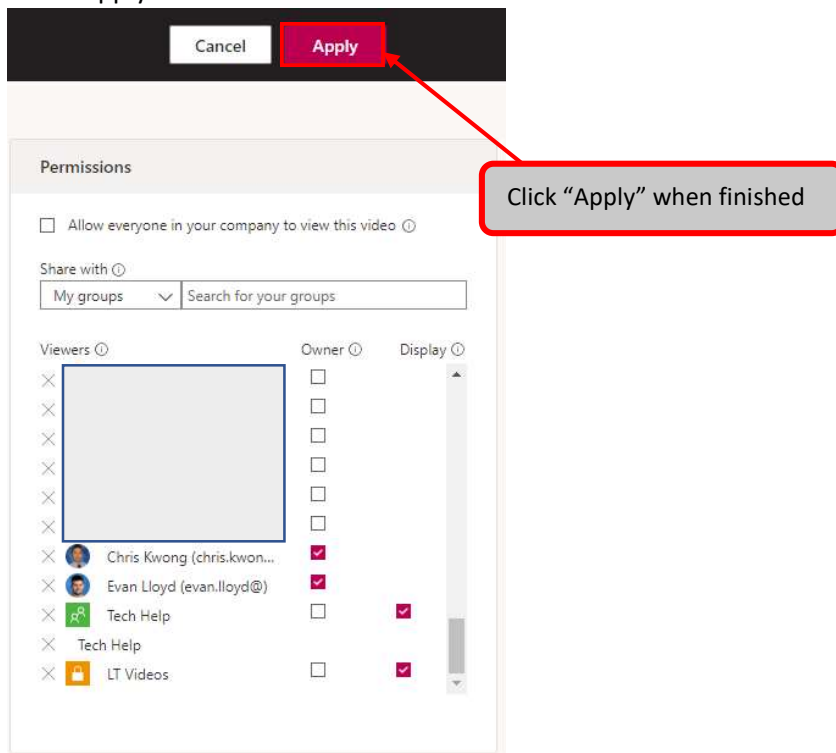
Adding Stream Channel to Teams

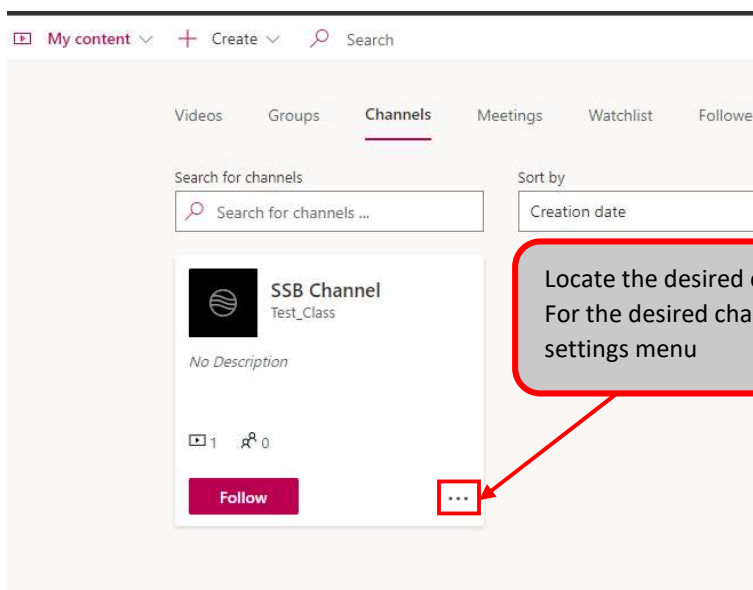1. Launch Microsoft Stream. Once Stream is launched, click on "My content". A drop-down menu will appear.
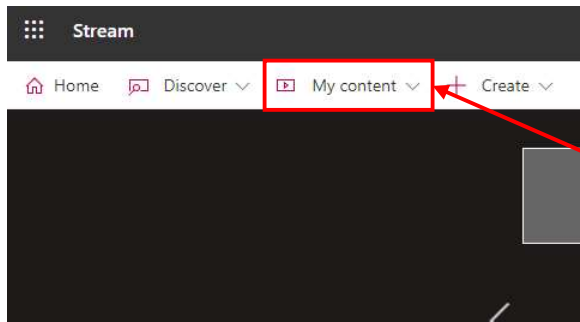
Click on "My content"
A drop-down menu will appear.

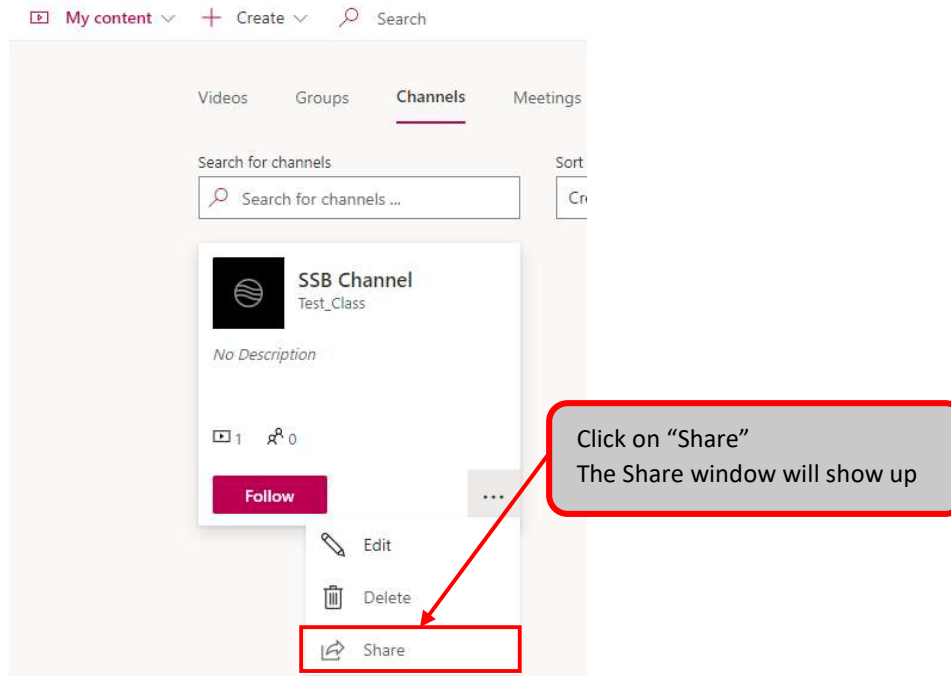2. In the drop-down menu, click on "Channels".

Click on "Channels"

3. Your channels will now be displayed. Locate the desired channel and click on "…" to bring up the channel settings menu.

Locate the desired channel
For the desired channel, click on "…" to bring up channel settings menu

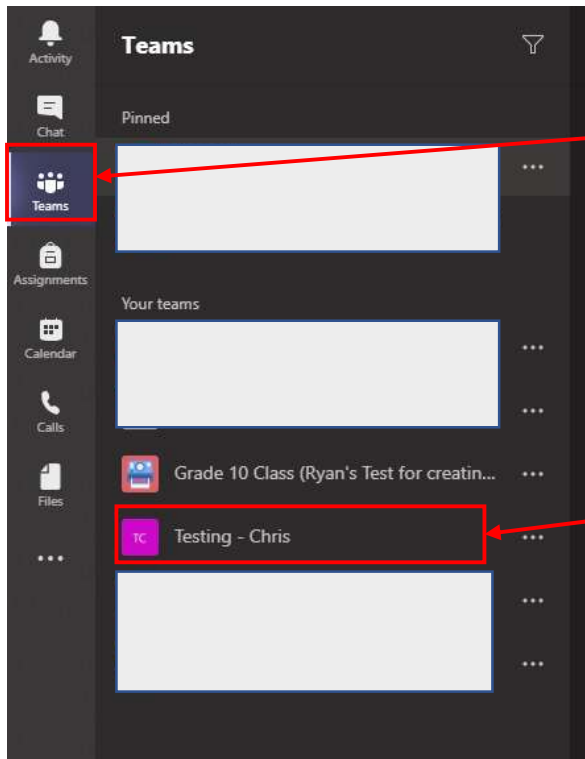4. In the menu that appears, click on "Share".

Click on "Share"
The Share window will show up

5. The Share window will show up.
   Click on "Copy".

Click on "Share"
The Share window will show up

6. Go to Teams. Click on "Teams" in the left-hand navigation menu.
   A list of your teams will appear, locate and open up the desired Team.

Click on "Teams" in the navigation menu
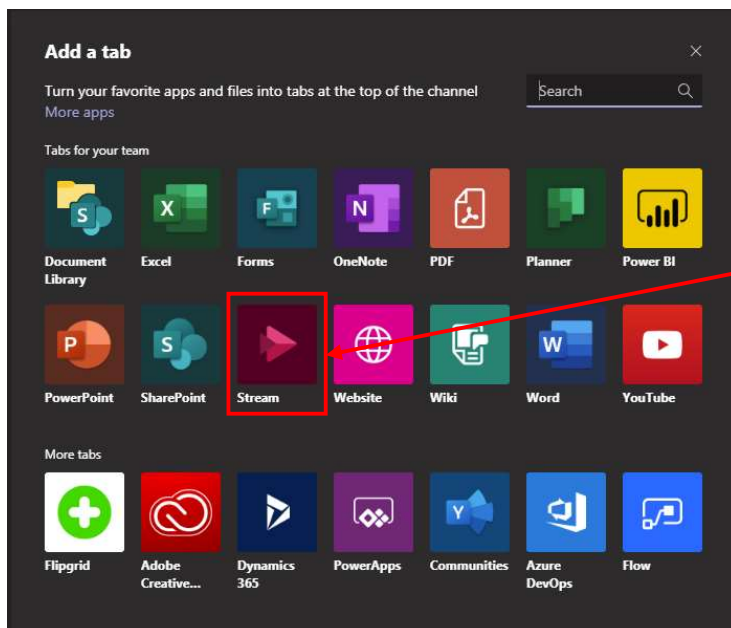A list of your teams will appear, locate and open up the desired Team

Locate the desired team and click on it

7. With the desired team select, go to the "General" channel.
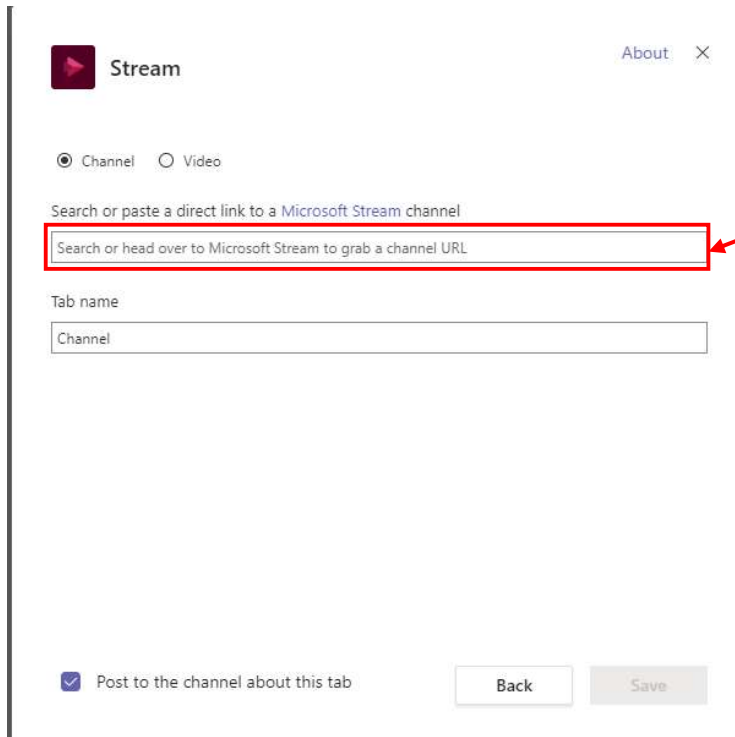   Click on "+" in the "General" channel
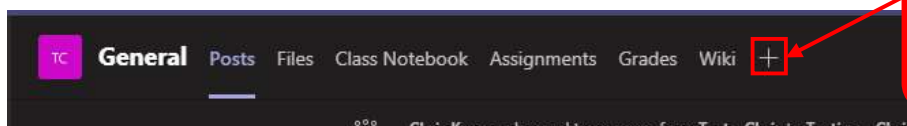
Click on "+"
The "Add a tab" window will appear

8. Locate "Stream" in the list and click on it. The "Stream" window will open

Locate "Stream" and click on it
The "Stream" window will open

9. Paste in the link that was copied (from step 5)
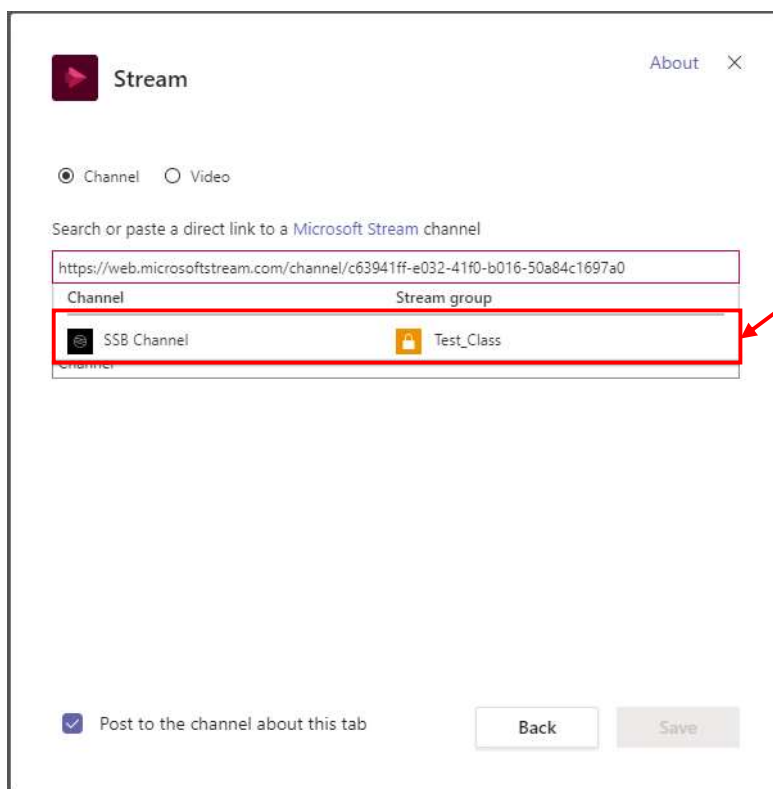
Paste in the link that was copied from Step 5 into this field

10. The channel will likely show up in the search results.
Click on the desired channel.

Select the desired channel

11. Click on "Save" when finished.

Click on "Save"

12. In the General channel, you will see the new Stream channel as a new tab

You will now see the new Stream channel as a tab in the "General" channel (of your Team)