Microsoft Stream – Basic Operations

Contents

Locate your Stream Videos	2
Create a Group	4
Create a Channel	6
Upload a Video	8
Remove/Grant Allow everyone in your company to view this video	10
Individual Permissions	12
Group Permissions	15
Adding Stream Channel to Teams	17

Locate your Stream Videos

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

	Office 365			
×			Good mo	rning
		Click on the App Launcher	+ Start new	Outlook
			Forms	Admin

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



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



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



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.

III Stream		
☆ Home	✓ + Create ✓	
	Videos Groups Channels Meetings Watchlist Followed channels Recycle bin	↑ Drag files here, or browse to upload
	Search for videos Sort by State Privacy]
	OneDrive and SharePoint Webinar 4 ⊕ 0 ♡ 0 □ 4/22/2020	<mark>8</mark> 昆口 <i>》</i> …

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"

III Strea	am											
슈 Home	Discover 🗸	Þ	My content $ \smallsetminus $	+ Cre	ate \vee	Q	Search					
				Upload	d video							
				Group	┣				CI	ick on	"Gro	"auo
				Channe	el							. 1

- 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

Create a group Create a Microsoft Stream group connected to videos and channels.	o an Office 365 group as an easy way to organize who has perm	nission to see and edit your
Name	Group email alias	
LT Videos	LTVideos	@
Description Group description		
Access ①	Allow all members to contribute C	Fil in the "Name" and "Group email alias" fields
Private group	✓ O n	
Add group members ①		
Search for people		
		embers of the group can see the group
	As a public group, anyone	in the organization can see the group
	As a public group, anyone	in the organization can see the group

A private group is accessible only to the members of the group

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 ①



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.

Private group	~ O 0	
Add group members ① jeff pip		Search for the desired user to add as a group member
🕅 Jeff Piper jeff.piper@spiritsd.ca		Select the desired user in the search results to add then
 Me (chris.kwong@) 	Chunerd)	as a member

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



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

ideos and channels.	165 group as an easy way to organize who has permission to see a	nn con your
Vame	Group email alias	@
LT Videos	LTVideos	@
Description		
Group description		
iccess ©	Allow all members to contribute ①	
Private group	🗸 💽 On	
Add group members ①		
Search for people		
Vember	Owner ①	When finished aligh on "Create" to
 Me (chris.kwong@) 		When finished, click on "Create" to
		croate the Stream group
		create the Stream group

Create a Channel

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 "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.

et up a channel to organize your videos	
Channel name	
LT Various Videos	
Description	Enter a name for the channel
Channel description, #tag	
hannel access ①	
Group channel	
	In the "Select group" search field, search for the
elect group	desired group
Т	Select the desired group in the search results to grant
LT Videos	access to the channel.

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

Channel access ① Group channel	
× LT Videos	
Custom channel image ①	
+	When you are finished click on "Create"
	Cancel

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.

III Strea	am				
🟠 Home	▶ Discover ∨	In My content \lor	$+$ Create \vee	👂 Sear	Click on "Create"
			a	·	
				L	

2. In the drop-down menu, click "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 langu find. Set it now and we'll remember it next time.	lages), and makes your video easier to
nna, sei it now and we il 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	

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.

Name			
20170620_115220_63873EEF-B4E3-4682-B29D-BF06A4	4DC0C		
Description		Yo	ou can rename the video from
Create a description for your video, including #hashta	gs	th	e "Name" field
Setting a video language enables automatic closed captioning for supported languages. Learn more	×		
Video Language ①			
Select a language	\sim		
Fhumbnail			
Uploading			
	÷		ck on "Permissions" to un-
Uploading	÷		ck on "Permissions" to un- llapse Permissions menu
Uploading	+		

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.

plo	pading 44%	
>	Details	If the checkbox is checked, they that will sive
~	Permissions	If the checkbox is checked, then that will give everyone in the organization permission to view
1	Share with ①	your video
	My groups V Search for your groups	
	Viewers 🕕 🛛 Owner 🕕 Display 🕥 X 🚱 Chris Kwong (chris.kwo	
>	Options	Click on "Options" to un-collapse Options menu
	A Share Publish	

 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.



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.



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



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

	Microsoft Teams		
OneDrive and SharePoint Webinar	ŗ		
2020-04-22 17:04 UTC			
newarth Generath Chris Kwong Evan Lloyd		ſ	Click on "" to bring up
▶ 40) 00:00 / 32:37	© ⊟ ⁄		the video settings menu
Details			
OneDrive and SharePoint Webinar Published on 4/22/2020 by Chris Kwong Limited 3			
년 Share 🖺 Add to watchlist ♡ Like 🛄	\bigotimes View settings $ \lor $		
0 Comments			
Comments have been disabled by the owner of this video			

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

OneDrive and SharePoint Webinar	Click on "Update video details" to
2020-04-22 1 Einked groups/channels	bring up the video se
Chris Kwong Add to group/channel	
● Update video details	© ⊟ ∕
ø ≓ ø Trim video	
Details T Replace video	
OneDrive and Share Delete	
Published on 4/22/2020 3	
🖻 Share 🗐 Add to watchlist 🛇 Like …	$$ View settings \checkmark
0 Comments	

 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.

	ĺ	Cancel Apply		When finished click on "Apply"
Per	missions			
-231	How everyone in	n your company to view this vid	eo 🕜	If the checkbox is checked, then that will give everyone in the organization
	ly groups ∨	Search for your groups		permission to view your video
Vie	wers ①	Owner ①	Display ①	

Individual Permissions

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

	Microsoft Teams	
OneDrive and SharePoint Webin	ar	
2020-04-22 17:04 UTC		
Recorder fo, Cogeneratio; Chris Kwong Evan Lloyd		
▶ 40) 00:00 / 32:37	© = /	
Details		Click on "" to bring up
OneDrive and SharePoint Webinar Published on 4/22/2020 by Chris Kwong		the video settings menu
l Share 国 Add to watchlist ♡ Like	🕲 View settings 🗸	
0 Comments		
Comments have been disabled by the owner of this video		

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

OneD	rive and Sha	rePoint Webinar		
2020-04-22 1	Linked groups/channels		_	Click on "Update video details" to bring up the video settings menu
Recorded to Chris Kwong	Add to group/channel			oning up the video settings menu
● ▶ 4୬) 00:00 / 5	💊 Update video details		◎ ⊟ ∠	
Details	•Ħ• Trim video ↑ Replace video			
OneDrive and Share Published on 4/22/20201	Delete ↓ Download video	3⊙ 0♡		
🖒 Share 🗐 Add	to watchlist 💙 Like …		🔯 View settings 🗸	
0 Comments				

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

Editing "OneDrive and SharePoint Webinar"		🚽 Download video 🛛 🕈 Replace video 🛛 🗎 Delete video
	Permissions	Options
k on "My groups", a drop-down nu will appear	☐ Allow everyone in your company to view this video ⊙	People ()
	Share with ①	On On
Description	My groups Search for your groups	Comments ①
Create a description for your video, including #hashtags	Channels Owner O Display O	The admin has turned off comments.
Video Language 🔿		Captions ①
Select a language	×	 Autogenerate a caption file () No files have been added Upload a caption file
Thumis		ils de
		Subtitles ①
Click on "People"		No files have been added Upload a subtitle file
	×	
	×	
	×	
	×	
		Share Vublished

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.

Permissions			
Allow everyone in your co	ompany to view this video	00	Click in the search field and search for the desired user
Share with ① People v ryan co	ombres		
Ryan Combres ryan.co			
Viewers ()	Owner ()	Display ()	
X 💽 Chris Kwong (chris. X 👩 Jeff Piper (jeff.piper			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 "Appl
Permissions		
Allow everyone in your cor	mpany to view this video ①	
People V Search f	or People	

Group Permissions

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

	Microsoft Teams	
OneDrive and SharePoint Webina	r	
2020-04-22 17:04 UTC		
Recorded to Organization Chris Kwong Evan Lloyd		
► ↓ ↓) 00:00 / 32:37	© = /	
Details		Click on "" to bring up the video settings menu
OneDrive and SharePoint Webinar		the video settings menu
Published on 4/22/2020 by Chris Kwong $\boxed{8}$ Limited $3\textcircled{0}$ 0 \heartsuit		
년 Share 🖺 Add to watchlist 🛇 Like 🛄	🔅 View settings 🗸	
0 Comments		
Comments have been disabled by the owner of this video		

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

OneD	Priv	ve and Sha	arePoint Webina	ır	
2020-04-22 1	0	Linked groups/channels			Click on "Update video details" to
Recorded to Chris Kwong	Ģ	Add to group/channel			bring up the video settings menu
●- ▷ ⊄*) 00:00 / .	0	Update video details	4	© = /	
	oHe	Trim video			
Details	$\overline{\uparrow}$	Replace video			
OneDrive and Share	Ŵ	Delete			
Published on 4/22/2020	\downarrow	Download video	3⊙ 0♡		
🖻 Share 🗐 Add	to wa	tchlist 💙 Like 🚥		\bigotimes View settings \sim	
0 Comments					

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

		y Download video ↑	Replace video 🔞 Delete vid
Permissions		Options	
	company to view this video 🕥	People ()	
	ch for your groups	Comments 🕥	
			e search field
X		No files have been added	Upload a caption file
×		Subtitles ①	
×		No files have been added	Upload a subtitle file
×			
×			
×			
		Share	V Published
	Allow everyone in your Share with () My groups Sean Viewers () Chris Kwong (chri X X X X X X X X X X X X X X X X X X X	 Allow everyone in your company to view this video ◊ Share with ◊ My groups Search for your groups Viewers ◊ Owner ◊ Display ◊ Chris Kwong (chris.kwon □ □<td>Permissions Options Allow everyone in your company to view this video () People () Share with () () My groups Search for your groups Viewers () Owner () Chris Kwong (chris.kwon) () (</td>	Permissions Options Allow everyone in your company to view this video () People () Share with () () My groups Search for your groups Viewers () Owner () Chris Kwong (chris.kwon) () (

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

Permissions	Search for the desired group in the search field
$\hfill \square$ Allow everyone in your company to view this video \bigcirc	Search for the desired group in the search field
Share with ①	
My groups 🗸 It vid	In the search results, select desired group
Create a group	
LT Videos	
🔨 👹 Chris Kwong (chris.kwon 🔤	

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

Cancel	Apply		
Permissions			
Allow everyone in your company	y to view this vio	deo 🛈	Click "Apply" when finished
Share with 🛈			
My groups 🗸 Search for yo	ur groups		
Viewers ①	Owner ①	Display ①	
×			
×			
×			
× × × ×			
×			
×			
🛛 🌘 Chris Kwong (chris.kwon			
🛛 👩 Evan Lloyd (evan.lloyd@)	~		
🗶 📌 Tech Help			
× Tech Help			
		V	

Adding Stream Channel to Teams

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



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



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



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

▶ My content ∨	+ Create V D Search
	Videos Groups Channels Meetings
	Search for channels Sort
	SSB Channel Test_Class
	□ 1 ♣ 0 Click on "Share" The Share window will show up
	Follow
	Delete

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

ihare Embed		
This channel will only be vie	able by authorized users.	
Direct link to channel		
https://web.microsoftstream.com/	nannel/c63941ff-e032-41f0-b016-50a84c1697a0	Сору
		X
	Click on "Share"	
	The Share window will show up	

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.

Activity	Teams	7	
E Chat	Pinned		Click on "Teams" in the navigation menu
Teams			A list of your teams will appear, locate and open up the desired Team
assignments			
	Your teams		
L Calls			
i Files	Grade 10 Class (Ryan's Test for creatin		Locate the desired
••••	Testing - Chris	3 999	team and click on it
1 I 11			
n – 0 1			
1. 10			

 With the desired team select, go to the "General" channel. Click on "+" in the "General" channel

								Click on "+"
							_	The "Add a tab" window will
🕆 General	Posts	Files	Class Notebook	Assignments	Grades	Wiki	+	appear
			289 Chris Kur	wa changed toon	anno fron	Tert	Christo Tosting Chris	

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



9. Paste in the link that was copied (from step 5)

> Stream		About	×	
Channel O Video Search or paste a direct link to a Microsoft Stream char Search or head over to Microsoft Stream to grab a channel			ᢇ	Paste in the link that was copied from Step 5 into this field
Tab name Channel				
Post to the channel about this tab	Back	Save		

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

> Stream			About	×	
Channel O Video Search or paste a direct link to a	Microsoft Stream cha	nnel			Select the desired channel
https://web.microsoftstream.com/	Increase of the state of the target		D		
Channel	Stream	group		-1	
SSB Channel	🔒 Te	est_Class			

11. Click on "Save" when finished.

Stream	About	×	
Channel O Video Search or paste a direct link to a Microsoft Stream channel			
SSB Channel		×	
Tab name			
SSB Channel			
			Click on "Save
			Click off Save
			/

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

