


UPLOAD PRE-RECORDED VIDEOS TO MICROSOFT STREAM

Step 1

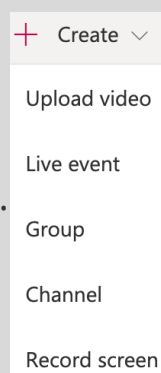
LOGIN / SIGN UP

- Log into your Microsoft Stream account or sign up for one if you don't have one.
- If you already have an outlook account. You don't have to sign up. Log into your account. On your left side, you will see this .
- After seeing it, click on the button, then click on All Apps, you will find Microsoft Stream.

Step 2

UPLOAD THE VIDEO

- After Login/Sign up. You will see the Create button on the navigation bar.
- Hover your mouse on the navigation bar. Then you will see a list. Click on the Upload Video.
- It then directs you to the video uploading page. Now you can either drag your video or browse through your computer.
- If we are recording through Microsoft Teams, the recordings will be uploaded automatically to Microsoft Stream.



Step 3

ADDING DETAILS

- While your video is uploading, you can add your video name, description, language, and thumbnail to your video. You can also add a personal thumbnail.
- In the Permission section, you can allow who can see your video. You can set it to a specific person or a group.
- In the Options section:
 - You can turn on the People section, which will automatically identify the people who are in the video. You can also turn on the comments so people can comment on your video.
 - You can also add captions to your videos. You can choose a language that you want, and you have to upload a translation file for that language.

Step 4

PUBLISH/SHARE

- After the video is uploaded, you can now click on the publish button to publish it. You can also share the video after you published it.
- After you published it, you can click on the title link, which is on top of the Detail Section. It will direct your published video website.
- Now you can copy and paste the published link into CourseLink.