
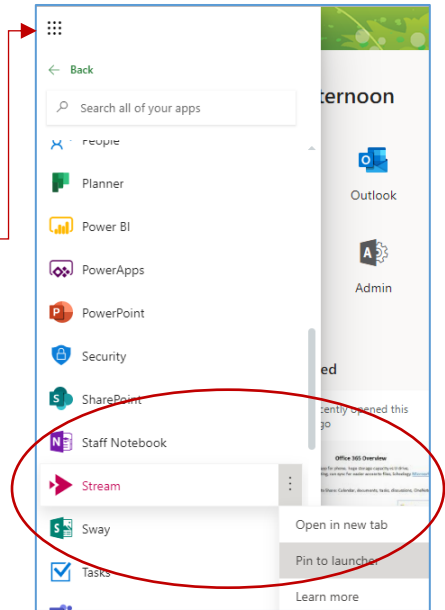


Office 365 Stream App


[CLICK HERE FOR VIDEO TUTORIAL](#)

CREATING A STREAM CHANNEL: *If you are an owner of a SharePoint group, you can upload videos there instead of creating a channel.*

- Log into office 365.
- Click on Office 365 menu icon  and add the Stream app to your list.
 - Click on All Apps
 - Scroll down to Stream
 - Click on 3 dots to right of the app
 - Click on pin to launcher
- Launch the Stream App.
- Click on Create/Channel.
- Name your channel (description and image are optional). If you choose an image: create your own or browse on web and choose the license “Free to Share and Use Commercially”. Click [HERE](#) to search.
- Determine if you want to give companywide access or a specific group.

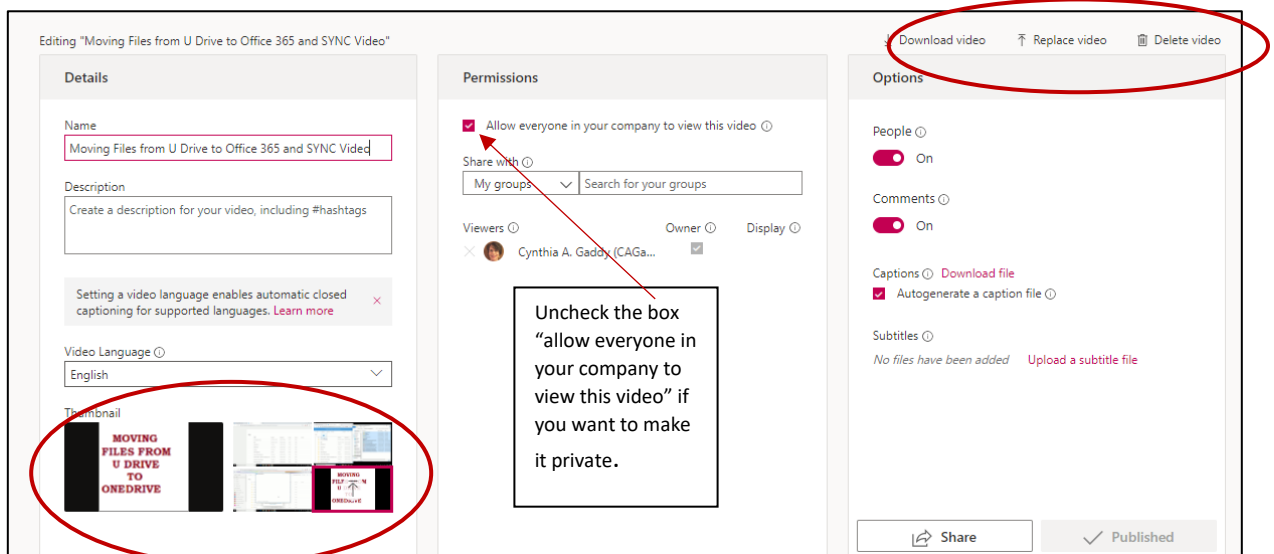


UPLOADING VIDEOS TO THE STREAM CHANNEL:


- Log into Office 365.
- Click on Office 365 menu and click on Stream app.
- Click on My Content/Videos.
- Click on  Drag files here, or browse to upload
- Publish Video after notified it has been uploaded.
- Upload video from mobile device, click [HERE](#) for directions.

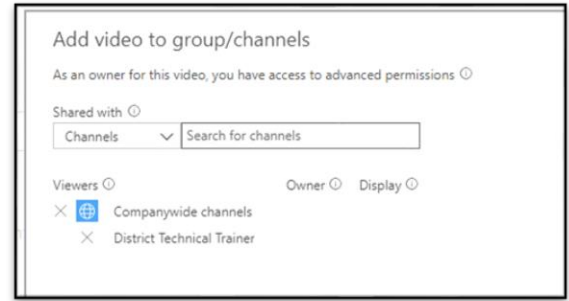
DELETE, REPLACE, DOWNLOAD, EDIT OR CHANGE PERMISSIONS FOR A VIDEO: Click on the pencil icon 

THUMBNAIL:
Upload a picture
OR...
Select one of the screenshots




ADD VIDEO TO GROUP, CHANNEL OR PEOPLE:

- Click on “Add to Group Channel” icon  (far right side of video).
- Click on “shared with” drop down and choose my groups, channels or people. If choosing people, make them owner or viewer.



SHARE OR DOWNLOAD A STREAM VIDEO:

- Log into Office 365.
- Click on Office 365 menu and click on Stream app (see above to add this app).
- Click on My Content/Videos.
- Click on the three dots to right of video and choose share.
 - Share – Click “Copy” and paste the link in Outlook, Schoology, or a webpage.
 - Permissions must be set to “allow everyone in company to view this video”.
 - Email – must type in first initial, middle initial and last name to find the first time you email someone.
 - Embed - adjust preferences (size, autoplay, start time), click “Copy”.
 - Webpage: select content app/click on the source code icon , paste, OK.
 - Schoology: Share private videos – click [HERE](#) for directions (same steps as YouTube videos).
 - Save to resources to share with other teachers.

