## **Microsoft Stream**



Microsoft Stream is an Enterprise Video service where people in your organization can upload, view, and share videos securely. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration.

- 1. Login to <u>https://web.microsoftstream.com/</u> with LUMS email id and password.
- In order to share videos with desired audience, make new Group.



- 3. Create a Group.
  - a. Choose the suitable
    Group Name. Group
    Description is optional.
  - b. Access (Private group or Public group).
  - Add group members,
    search the user within the
    organization to be part of
    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	1
Group name		Group email alias	@
Description			
Group description			
Access ①		Allow all members to contribute ①	
Private group	$\sim$	On On	
Add group members ①			
Search for people			
Member	Owner 🛈		
🛛 🦉 - Me (mohsin ali@)			
× 😰 IST trainings (elearning@)			

Cancel

Create

 Click on My Content and then Groups, all Groups you have created or being member will be shown.



## 5. While on desired Group, scroll down to find the options.

Highlights <b>Videos</b> Channels Members	ship		
Search for videos	Sort by		
𝒫 Search for videos	Trending		
Click on Upload video and b	prowse to select the desired video to get published.		
When video will be			
successfully get	MS Microsoft Stream <no-reply@microsoftstream.c om&gt;</no-reply@microsoftstream.c 	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	
published an email	Fri 17/04/2020 20:31		
notification from			
Microsoft Stream will	Your content is ready to stream!		
be sent to uploader.			

If uploaded video's language is English, it will be auto transcript which can be used for jump to within the video purpose.

- 6. On the right pan where the video is played there is Interactivity option.
  - Form can be designed in Microsoft Forms and link can be pasted by clicking on "Add Form" to make the video interactive for audience.



Make your video more engaging by adding a survey, quiz, or poll using Microsoft Forms.

7. Click on Videos to see all available videos in the Group.

Highlights Videos Channels Membership

8. In order to edit the Members of the Group after group has been created, (to remove or add the members)

Highlights Videos Channels Membersh	ip		⊕ Add member
Name	Email	Role	
2 march 1	Olumsedu.pk	Owner 🗸 🗸	×
C Allan Anna	Slumsedu.pk	Member 🗸 🗸	×
C transp	alsoning@lums.edu.pk	Member 🗸 🗸	×
a terter	bile and @hams.edu.pk	Member 🗸 🗸	×

- a. Role can be changed of any member, "Member to Owner".
- b. By clicking on "**X**" any member can be removed by Owner.
- c. By clicking on "Add member" new member within the organization can be added.