



Permissions in Microsoft Stream

Recordings of online meetings held in Microsoft Teams are automatically uploaded to the Meeting organiser's account in Microsoft Stream. Please see our guide [Managing Teams Meeting Recordings](#) for a quick guide to sharing from Stream - this guide explains in more detail how permissions work in Microsoft Stream.

Default Permissions

Microsoft Stream videos will have different default permissions depending on how the recording was made. Anyone attending a meeting which is recorded will automatically be given permissions to view the recording. Where meetings are arranged in a Teams channel, or added to a channel when arranging a standalone meeting, all members of that channel will have permissions to view the recording.

Editing Permissions

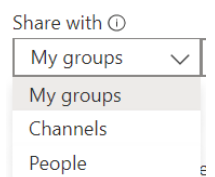
You can manually change the permissions of any video in Microsoft Stream. In Stream, click the **My Content** tab and select Videos. For each video you will see an icon denoting the current permission level – orange means only certain people can view, and green means everyone with a UWTSd account can view. To edit the permissions click on the pencil icon (Update video details). You will then see, in the middle column, a list of who currently has permissions and some options for editing this. Ticking the "owner" box for any person or group allows them in turn to edit these permissions and your video details.

Option 1 – Share with entire organisation

The first option allows you to make the video available to everyone with a UWTSd account by ticking the box entitled **Allow everyone at your company to view this video**.

Option 2 – Share with a group or Team

Clicking **Share with** and selecting My Groups allows you to search and share the video with any Office 365 Groups or Microsoft Teams of which you are a member. Begin searching to see some suggested groups/Teams and select the appropriate group(s) or Team(s). You will see the option to create a group, although this is not advisable as it will create a whole Office 365 group and will likely lead to duplication – if the group you wish to create does not already exist as a team in Teams, it is a better option to create the team there which will in turn create a group available in Stream.



Option 3 – Share with a channel

You can create channels in Stream and share the videos in a channel – these are not to be confused with Microsoft Teams channels, as they are not the same. When creating a channel you can create a "companywide" channel or a group channel. When creating a group channel you will be asked which group (or Microsoft Team) you wish to have access to that channel.

Option 4 – Share with specific people

You can share your video with individual people by selecting **People** and searching for them specifically.