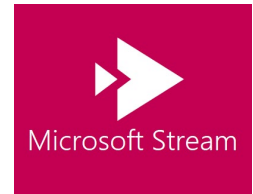


Office 365 Stream



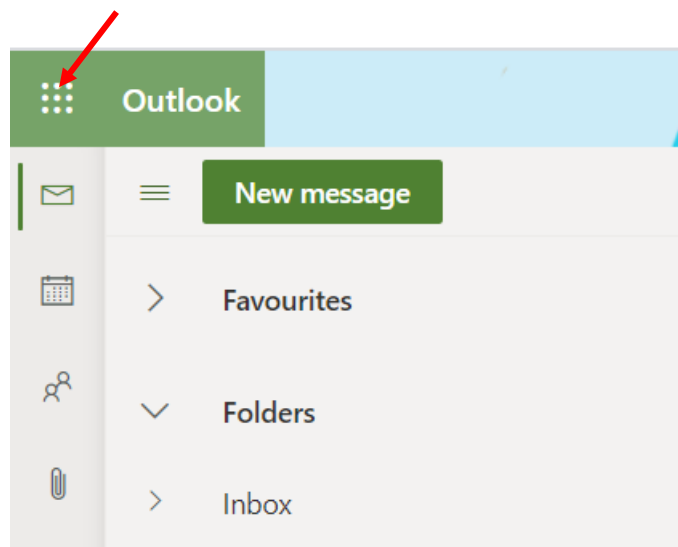
Screen recorder & video share platform.

A new tool offered by Office 365 (Limited to 15 minutes)

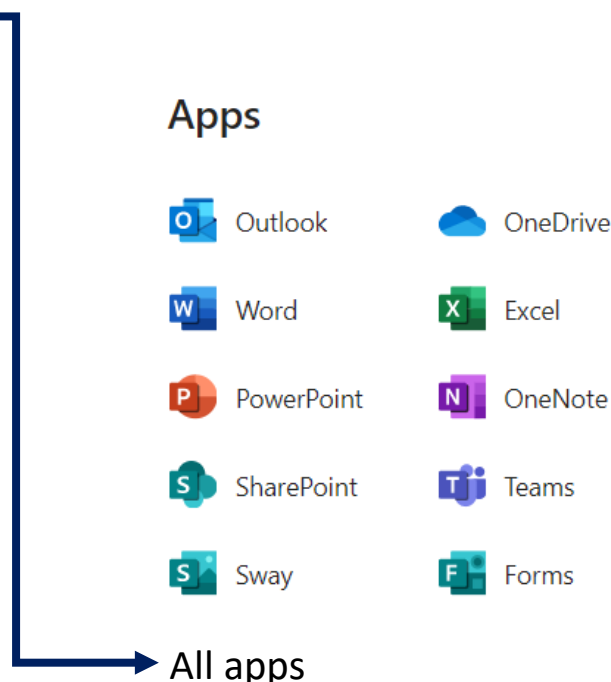
- ✚ To record screen (for example, record PowerPoint presentation)
- ✚ To share a recorded video (for example, individual video presentation) + its unique link

How to add Stream into our Office 365: <https://outlook.office.com/mail/inbox>

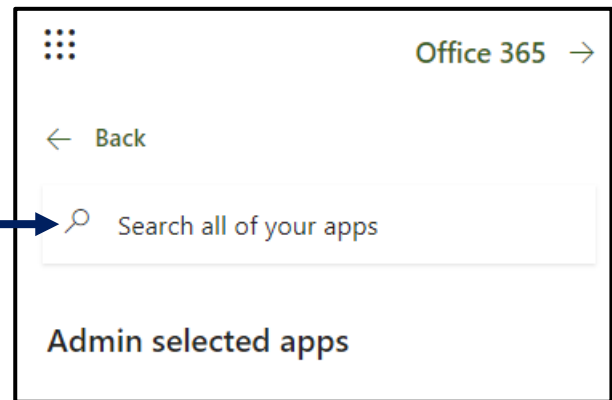
1. If the Stream is not a default app in your 365 and you cannot see it. Simply login to your university e-mail address (webmail) and click this 3x3 dots



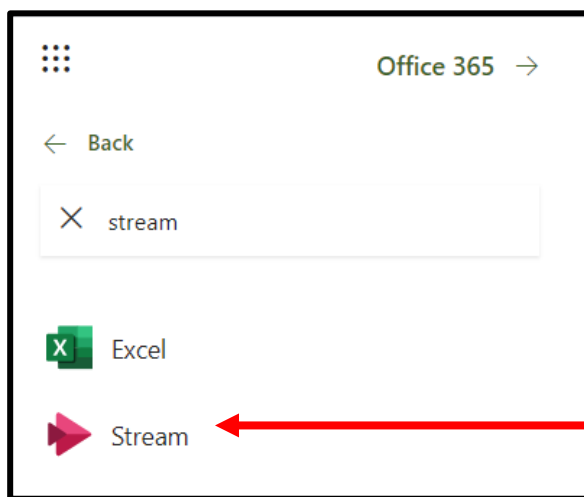
2. You will see Apps but there is no Stream yet! Then we should add the **Stream** here!
3. Click All apps



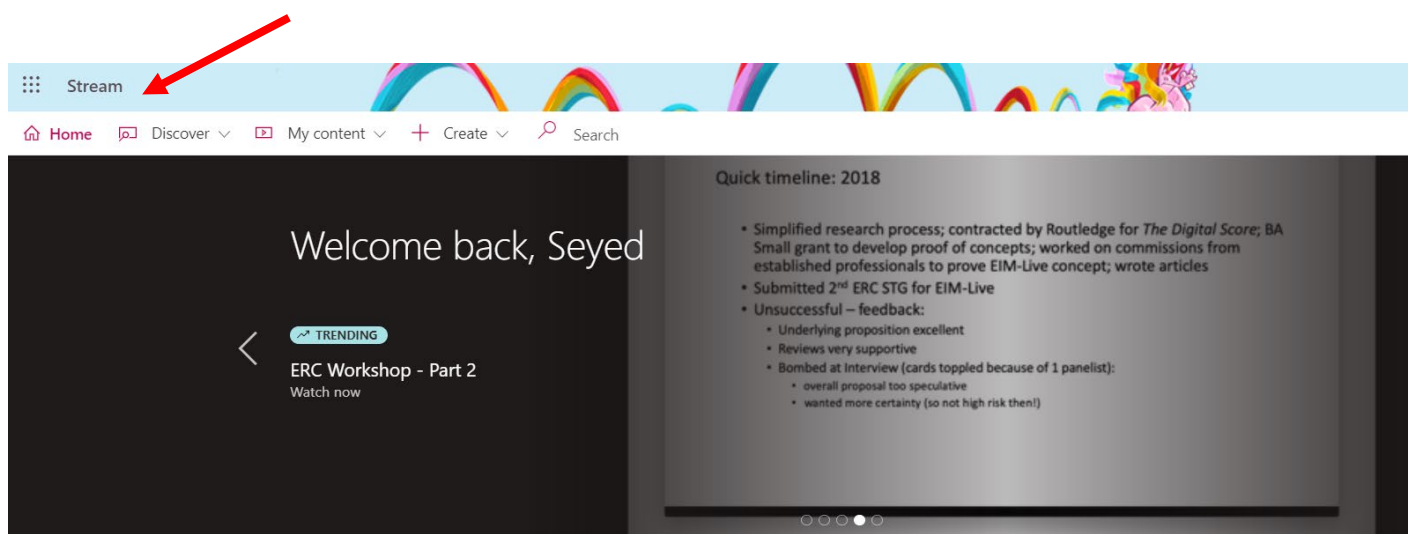
4. You need to search for **Stream** . Type **Stream** in search Box



5. The search box is going to show you **Stream** App. Simply click the Stream and now you have access to Stream app from your Office 365 Apps

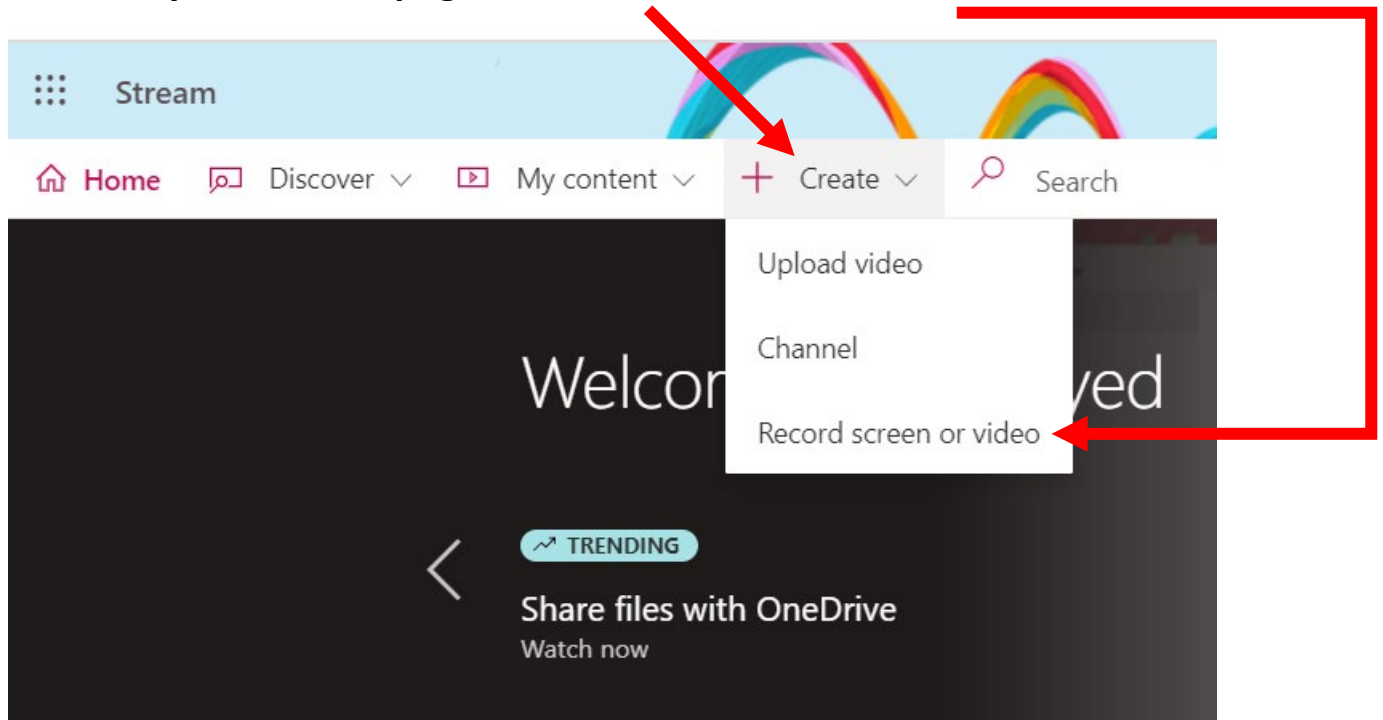


6. Click Stream App from your 365 Apps (your webmail) and now you can see your 365 Stream Page.

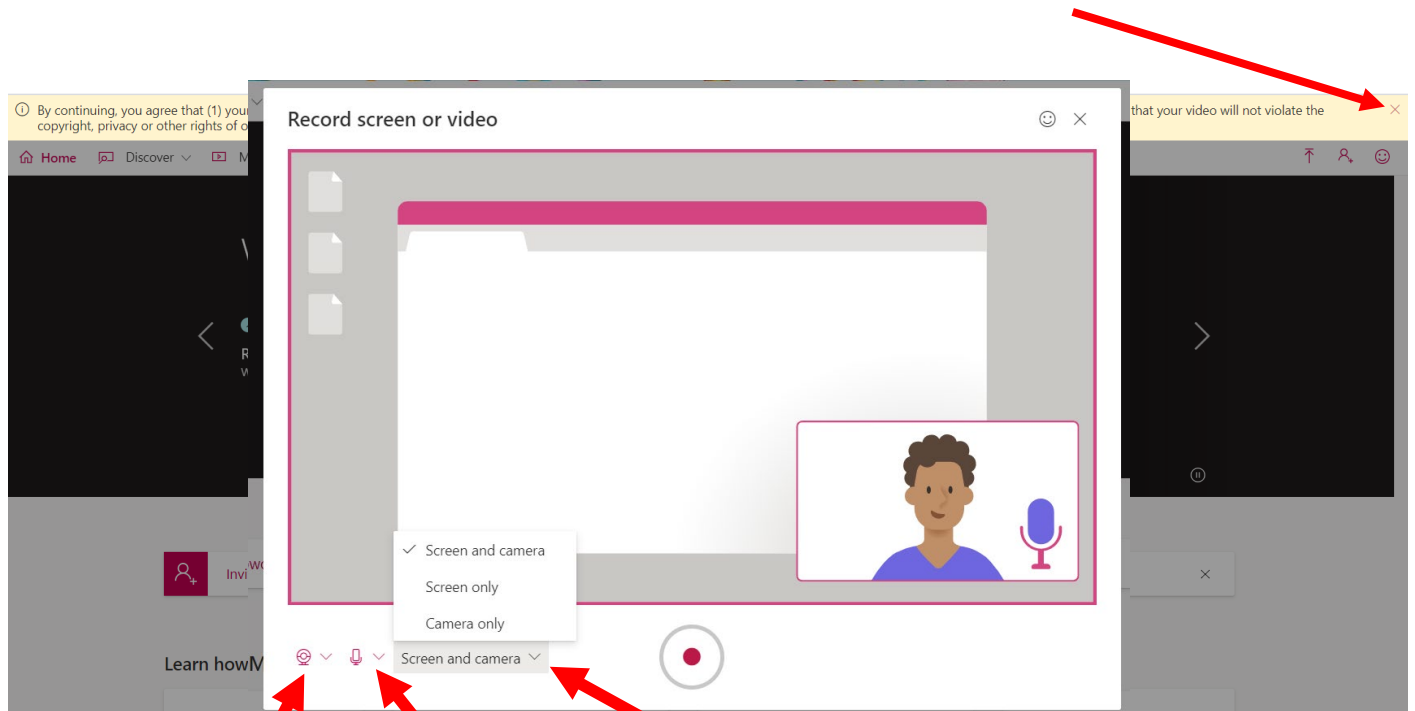


How to Record your Screen (for example PowerPoint Presentation)

- 1- Open your 365 Stream App (via your university webmail)
- 2- Open your PowerPoint file
- 3- On your Stream page, Click **Create** and choose **“Record screen or video”**



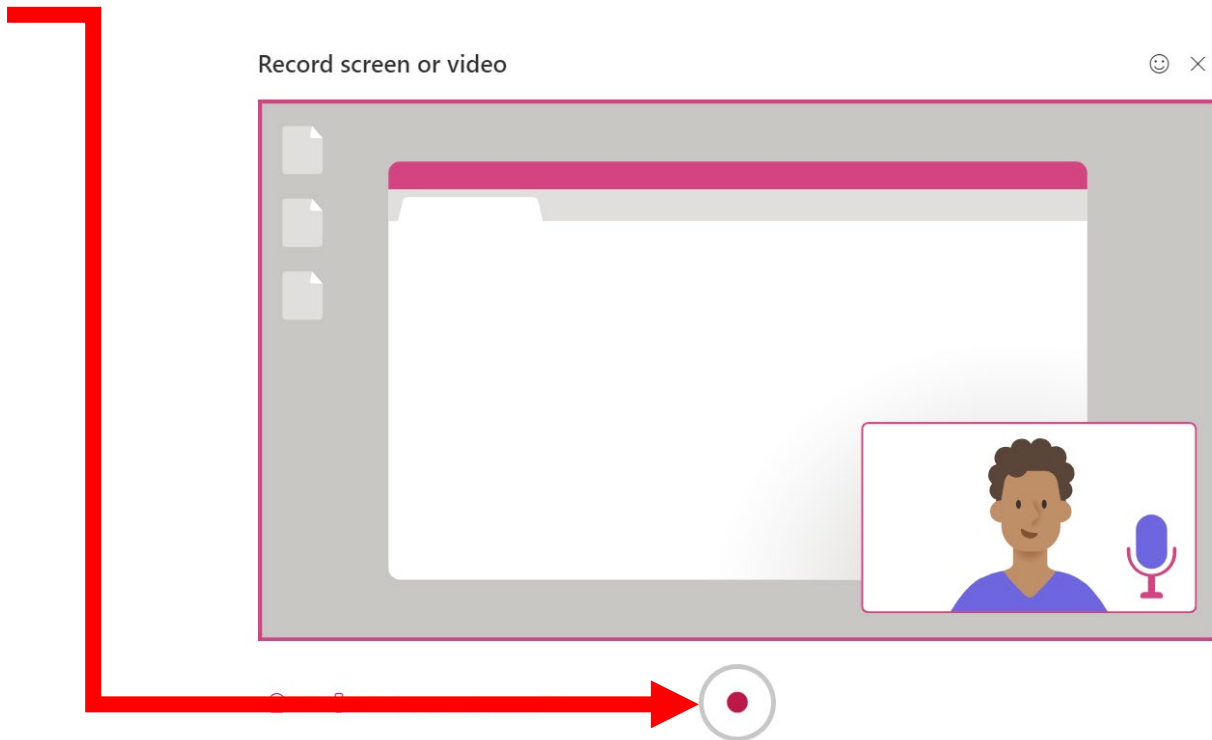
4. There is a data protection and GDPR related message. Read it carefully and close the message.



5. Set your PC **camera** and PC **microphone** and select **Screen and Camera** option

6. Now you are ready to record your PowerPoint presentation. Your own view (face) will be recorded.

7. Click the Record icon

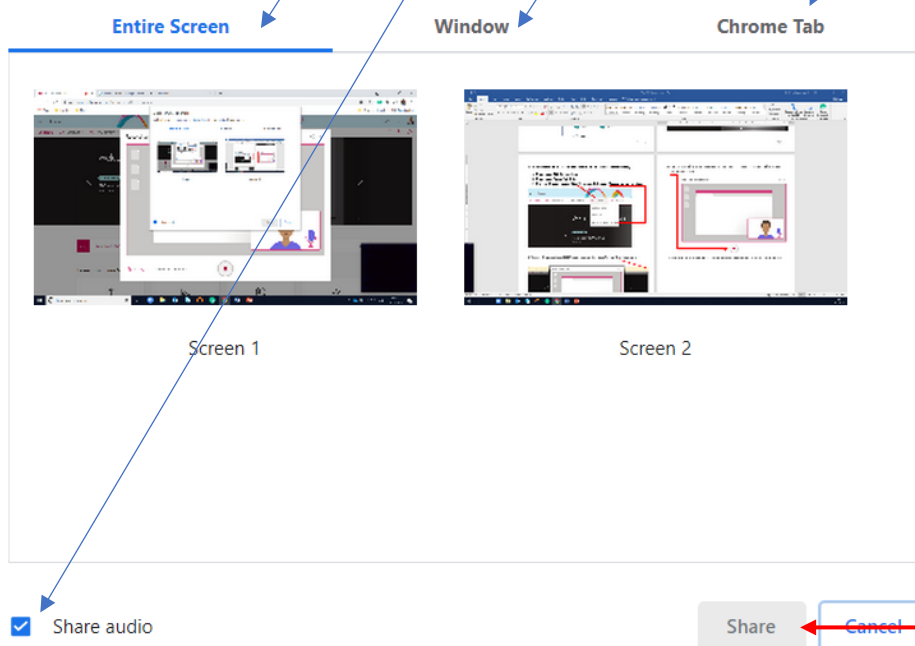


You may have two different screens (monitors), select the screen you want to be recorded (PowerPoint) and tick the box Share audio and finally click **Share**. You start to record your video now. You can select entire screen, windows or Chrome tab to be recorded.

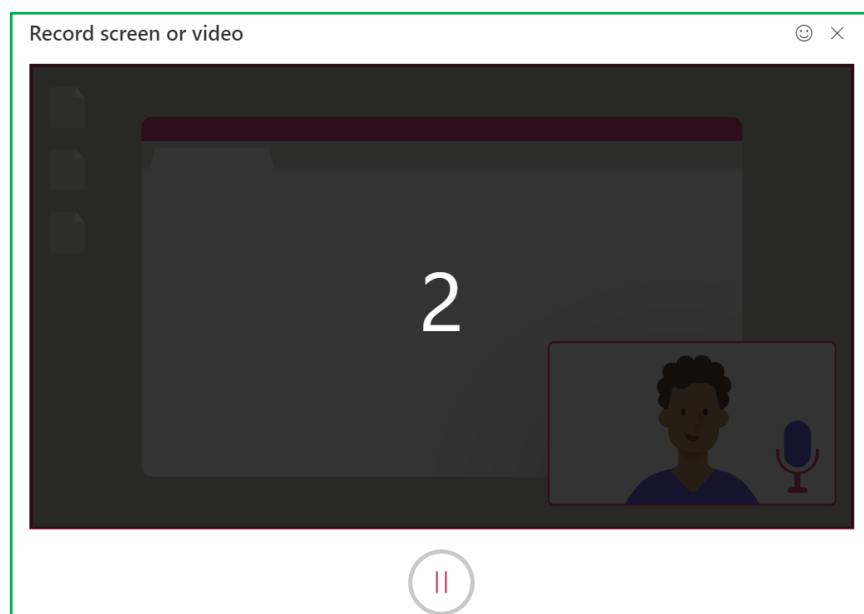
Remember you can move and relocate your own view (camera view) to a different screen.

Choose what to share

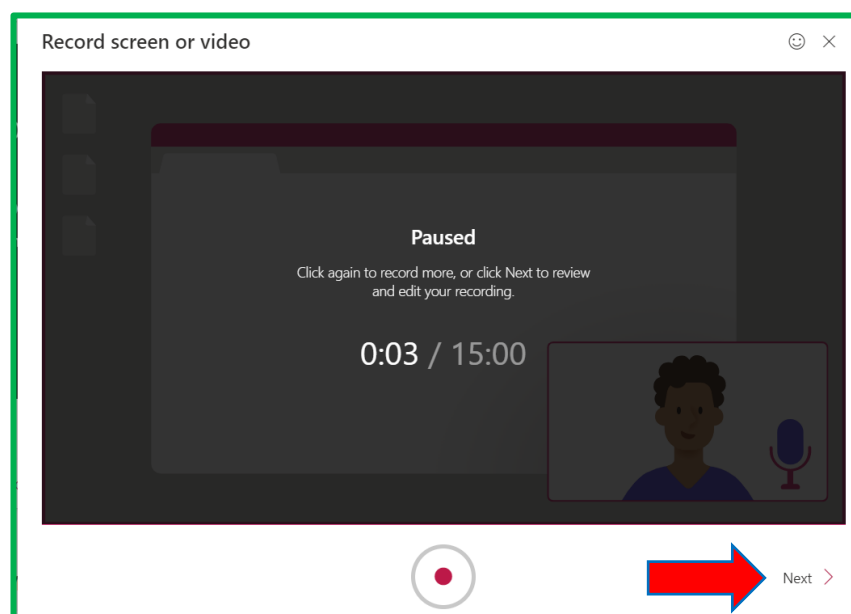
web.microsoftstream.com wants to share the contents of your screen.



Once you click **Share**, your selected screen will be recorded (maximum 15 minutes)



You can pause your record by clicking and click again to continue your recording. Once you finished your recording you need to click **Next**



You can record again by clicking Record again

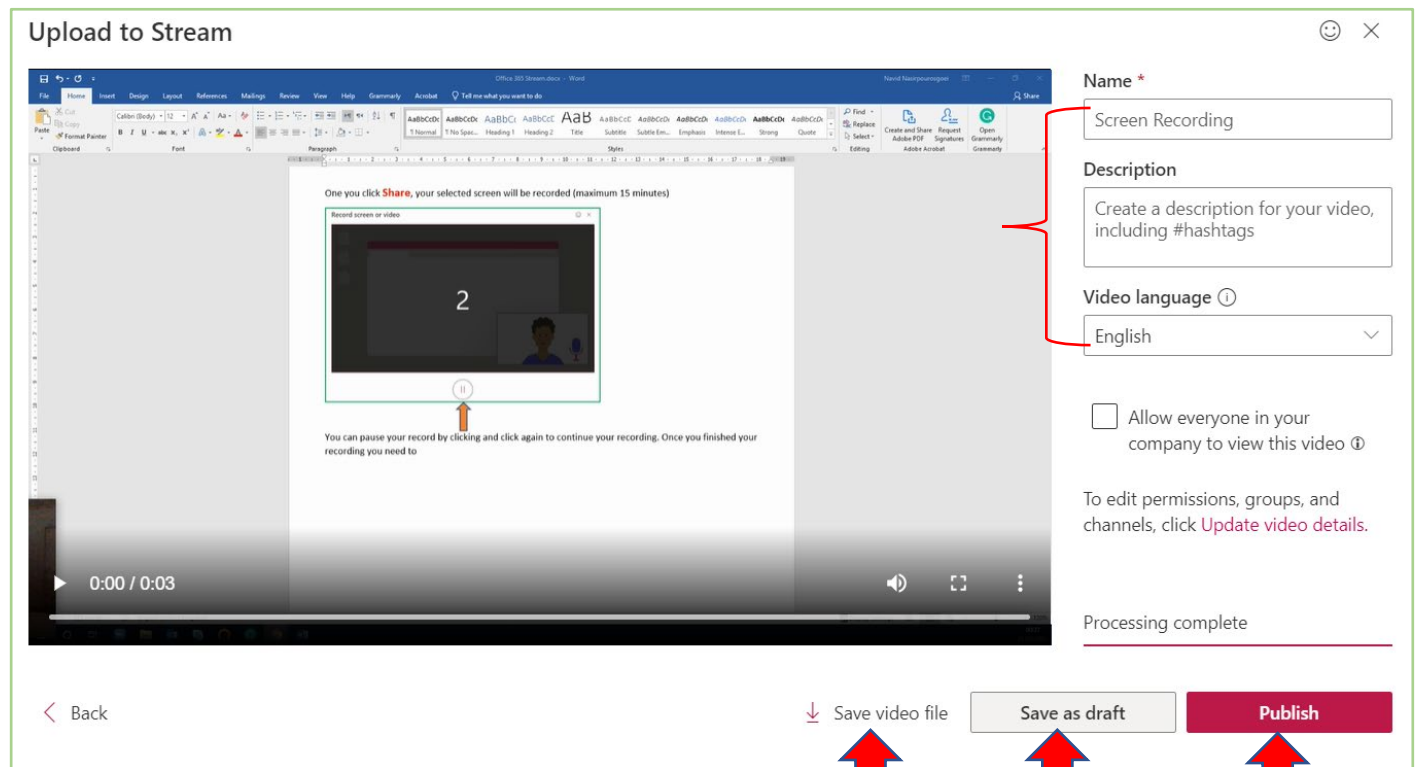
You can upload your recorded video on the university 365 Stream

Record again

Upload to Stream

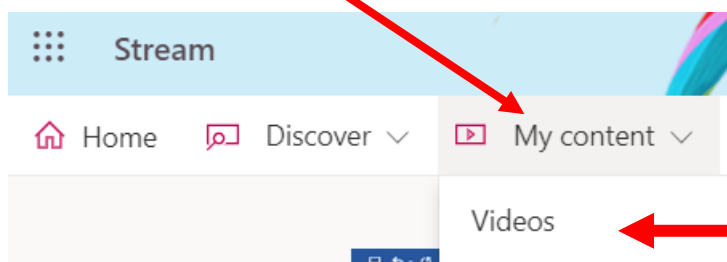
How to Share your video presentation:

Before publishing your recorded video; you should select a name, description and language for your video.



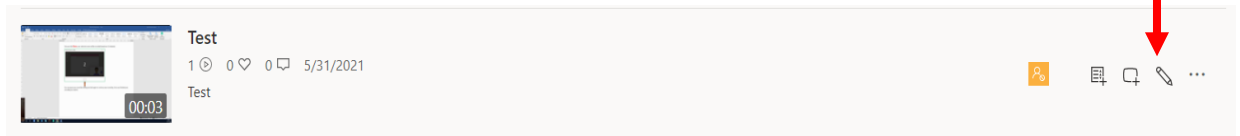
You can download your video file, you can save your video as a draft or you can publish

To edit your video and give view-permission for example (to your tutor). On your **Stream** page go to **My content** tab and select **Videos**



Select the video you want to share with your audience (for example with your tutor)

- ❖ You should give permission to your tutor to view your video.
- ❖ Select the video you want to share (for example; recorded PowerPoint presentation)
- ❖ Click the pencil icon

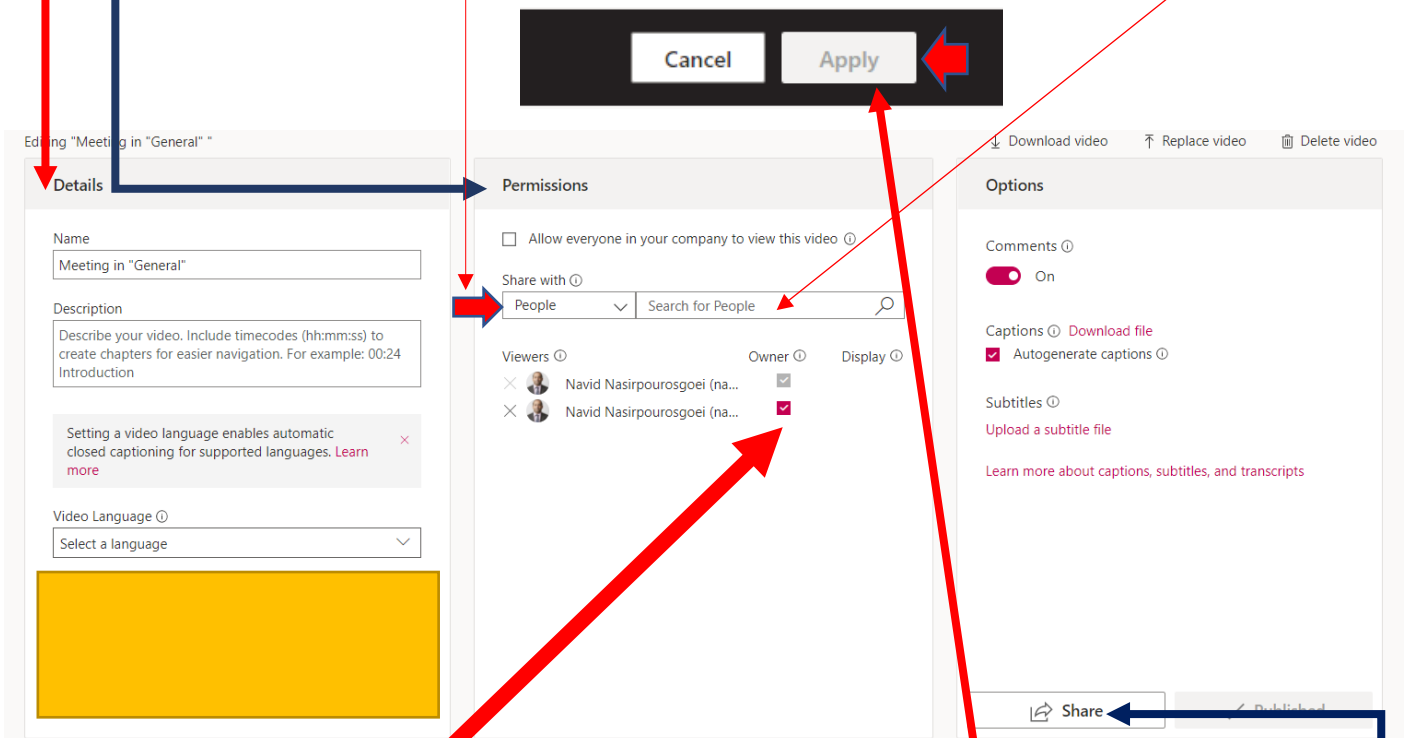


You can edit your video details / information

You are going to give view-permission to your tutor as an Owner.

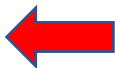
Share with: Select **People** and add your tutor's name or (e-mail address) and search

Once the system showed the name, click your tutor's name and add his/her name



Give **Owner** permission to your Tutor

- ❖ Once you gave **owner** permission to your tutor, you must click Apply
- ❖ Go back to My content again, select the video you want to share and click the **pencil**
- ❖ **Click Share**

Select **Share:** 



Share Email Embed

This video will only be viewable by authorized users

☐ Start at:

Direct link to video

Copy

Copy the link 

And share the video link with the examiner / tutor (For example; via Turnitin)

Where to share and how to share will be explained in your Module Handbook.

How to use Microsoft Stream (Full Tutorial 2020):

<https://youtu.be/3oKMXC9xhe0>