



Sharing a video by link

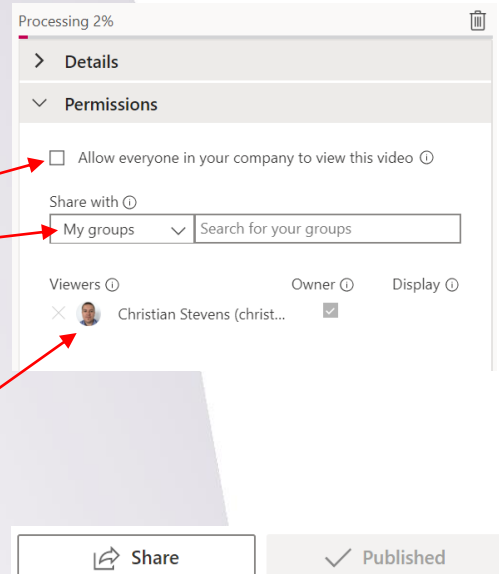
With online teaching and learning, more and more use is being made of video as a teaching and learning tool. This guide will show you how to create and share a link to a video you have recorded, using Microsoft Stream.

1. Upload your video to Microsoft Stream (laptop)

Open Microsoft Stream by visiting hwb.uwtsd.ac.uk then O365/Apps and then selecting Microsoft Stream. Alternatively you can visit stream.microsoft.com and sign in with your UWTSD details. At the top right, click the Upload button ↑ and add your video by drag and drop or by browsing your file explorer.

2. Edit video details and permissions (laptop)

You will be presented with a list of details to edit including video name, description and thumbnail. The important section is "Permissions". First **ensure "Allow everyone in your company to see this video" is unticked, otherwise your video will be available to the whole University**. Then use the "Share with" drop down menu to grant permissions to those people who need to be able to view it. This could be channels or groups, but the most straightforward way is to use "People" – simply search by name for each individual who needs access and click to add them. You will see the "Viewers" list at the bottom update to show who has access.



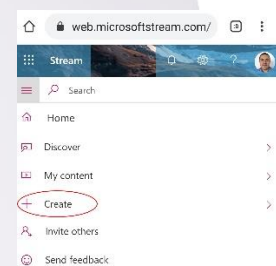
3. Access and send the link

When ready, click **Publish** then **Share**. You can then copy the direct link to the video and share via e-mail, direct message, paste it into a document or presentation or any other method.



Uploading a video from a mobile device (browser)

To upload a video recorded on a mobile device, you can use a browser or the app. In the browser, the process is much the same as described above for laptops, except the upload button is called **Create** and is located in the menu (three lines). Again, **make sure you untick the "Allow everyone in your company to view this video"**.



Uploading a video from a mobile device (app)

Download the Microsoft Stream app for free from your device's app store. At the top right, click the plus sign +. You will be able to **Upload from gallery** or **Create a new video**. Once you have selected a video or recorded a new one, you will have the option to edit the name etc., then click **Next**. On the next screen, you will have the option to "Quick share" – **do not use this as it will make your video available to the entire University**. Untick Quick share and click **Save as Draft**. You can then access the video through "My Content" and click the ellipsis (three dots) and then **Publish**. Then generate a link by again clicking the ellipsis and selecting **Share** – choose the most appropriate method available on your device. Tip: to generate a link which you can copy and paste into a document, simply share by e-mail and then copy and paste the link from the draft e-mail that appears.