

Logging in & Terminology

Go to **web.microsoftstream.com** and log in with your University '@cam.ac.uk' credentials – note that you will likely need to enter your 2nd method of authentication, so have that accessible with you.

TERMINOLOGY

To help understand MS Stream, here are some differences in terminology to other Office365 apps:

Company	Under the University's tenancy, 'company' would be the entire University of Cambridge
Group	Groups are created in the same method of a Teams' 'team'
Channel	MS Stream channels are different from Teams' channels. They are a collection of videos within a group. If you think of the Group as the users you want to be able to access the videos and channels as the playlist for a collection of videos.

Uploading a video

There are multiple ways to access uploading a video, the main one being selecting '**Create**' then '**Upload video**'. They are all designated by this icon:



Select the video(s) you wish to upload.

Once they have uploaded you will see the following prompts. Add the information required. Thumbnails can be chosen, or your own uploaded, once the video has finished processing.

On selecting the 'Permissions' section, you should be set as the Owner. In the 'Share with' box, select **Channel** and then you can search for the Channel you wish to share the video with.

If it is just a few select people you wish to share with, in the 'Share with' box select **People** and then search for their names.

At this time you can only share videos with anyone within the University of Cambridge or who have already been added as guests in that Group (or Team, within MS Teams).

For public facing videos, contact AV Support for guidance.

If required, you can click on '**Share**' to share the video directly with anyone added to the Permissions list, maybe for previewing it is correct prior to publishing. Once happy, select '**Publish**' and the video will appear in the Channel listing.

You will receive an email from Stream to let you know when it has finished processing and is ready for viewing.

If you require any advice or assistance, please contact:
av-support@eng.cam.ac.uk

Processing: 0%

Details

Name: CUED_test

Description: Describe your video. Include timecodes (hh:mm:ss) to create chapters for easier navigation. For example: 00:24 Introduction

Setting a video language enables automatic closed captioning for supported languages. [Learn more](#)

Video Language: English

Thumbnail: Processing... 0%

> Permissions

> Options

[Share](#) [Publish](#)

Processing complete, ready to publish: CUED_test.mp4

Details

Permissions

☒ Allow everyone in your company to view this video

Share with: Channels

Viewers: Peter Miles (pwm22@)

Owner: Display