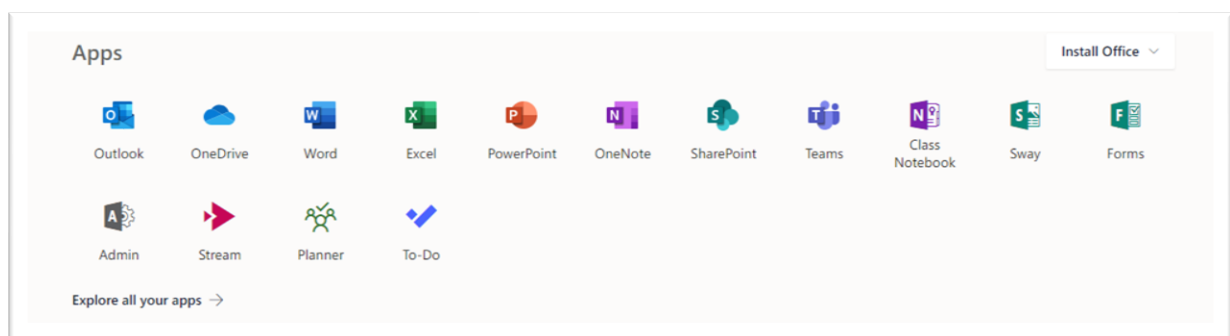


# Using Microsoft Stream (instead of YouTube)

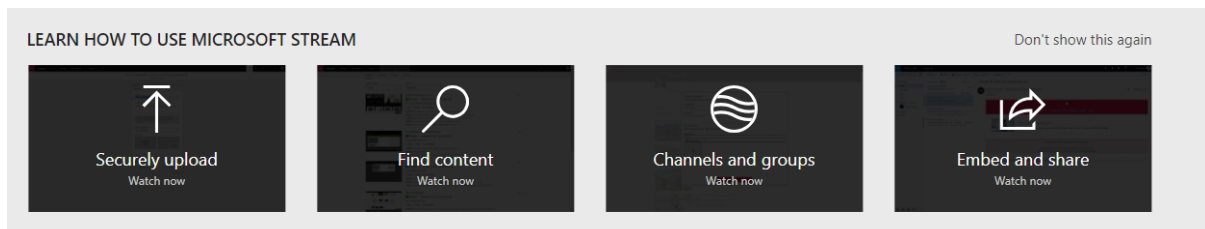
There are a number of benefits to using Microsoft Stream for hosting your Teacher generated content rather than YouTube. Stream keeps our content within our own ecosystem and users need a username/password in order to access the content. Also, Stream automatically provides captions which can be easily used as a navigation tool when students are watching content.

To access Stream, visit <http://portal.office.com> and then select the Stream icon.

If you do not see the Stream icon, go to the “Explore all your apps” link and select it from there.

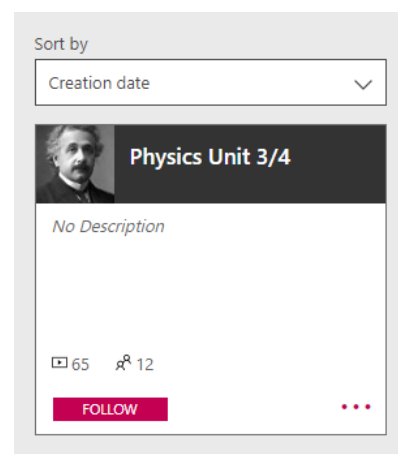


There are a number of instructional videos within Stream to show you how to use the system.

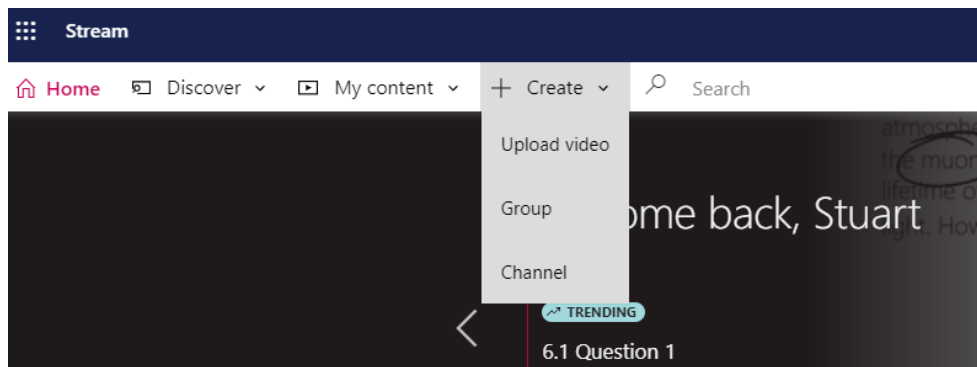


I would recommend you begin by ensuring you have a ‘channel’ to add content to. There is no real point to having multiples channels for the same topic areas, so if something already exists for your subject, you probably don’t need to make a new one.

If there is no channel area for your content, create a channel such as the name of your subjects area. For example, Physics Unit 3/4



Once you have a channel available, you can upload your video. Select 'Create', then 'Upload video'.



The system can work with a drag and drop from File Explorer or browsing to your file to be uploaded.



Drag files here, or **browse** to upload

*Note: If you have an IOS device, you will need to go to Settings/Camera/Formats/Most Compatible in order for content to be upload-able into Stream.*

When you are uploading the file, you will have the ability to change Details, Permissions and other Options.

### Details

In Details, provide a name that makes some useful sense for your audience. A description can be handy also as that can narrow down the search options if you post a lot of content. Also select a thumbnail that is a good representation of the content.

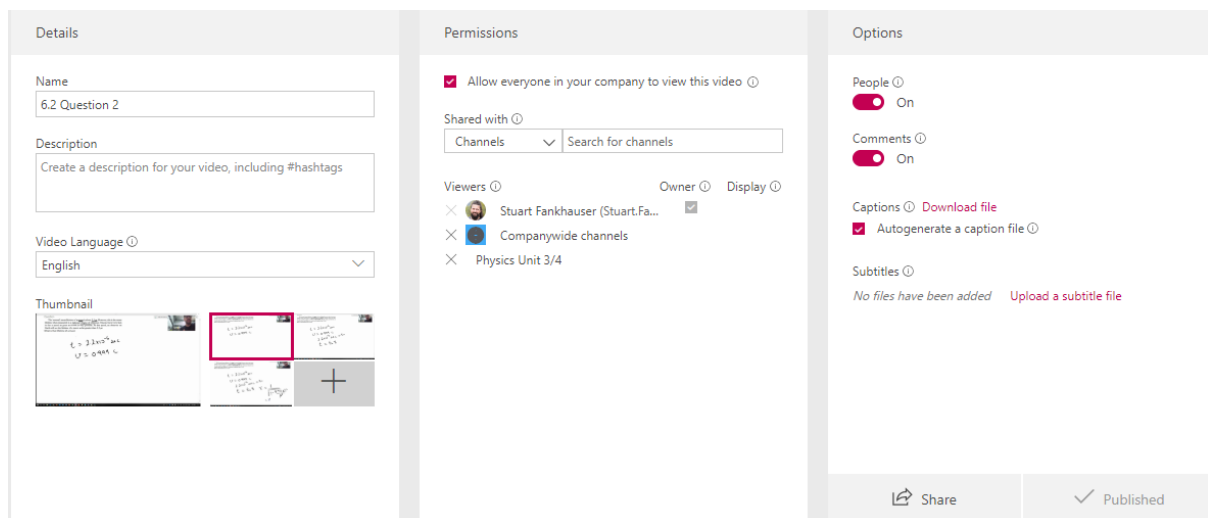
### Permissions



Under permissions, select Channels and search for the channel name you wish to add content to. Allow everyone in the organisation to be able to view your content unless you have a good reason not to. This means you don't have to go back and change permissions for each group of students you might teach, or for following years.

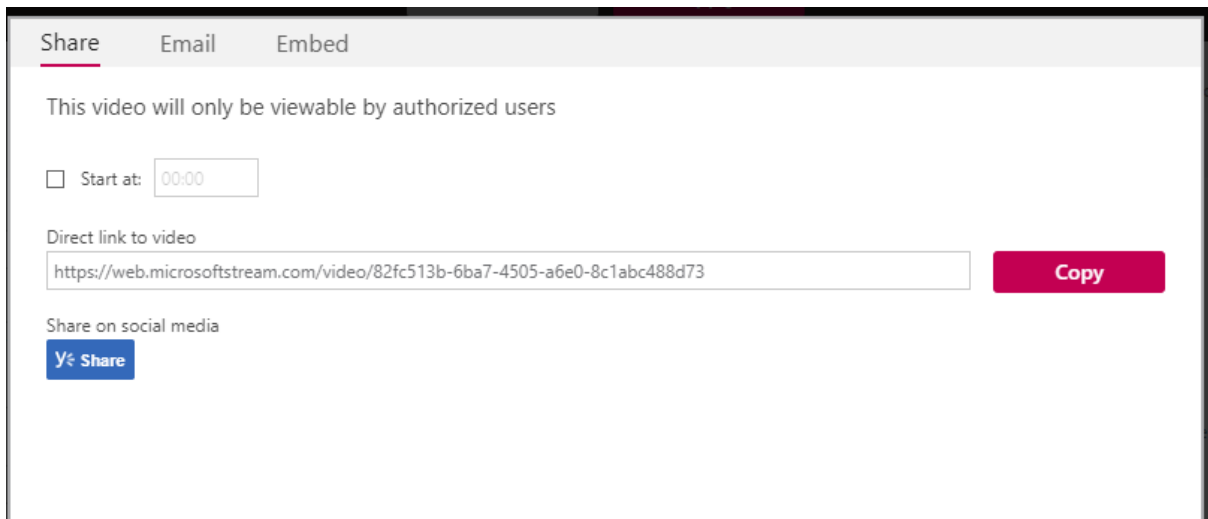
### Options

Leave the defaults on for Options including auto-generate a caption file. This allows students to see content and zoom to different sections very efficiently.



When you wish to add your content to a Team channel or OneNote, select Share.

In most cases, selecting the COPY option with the link is the best thing to do. This can then be pasted directly into a OneNote or Team channel post.



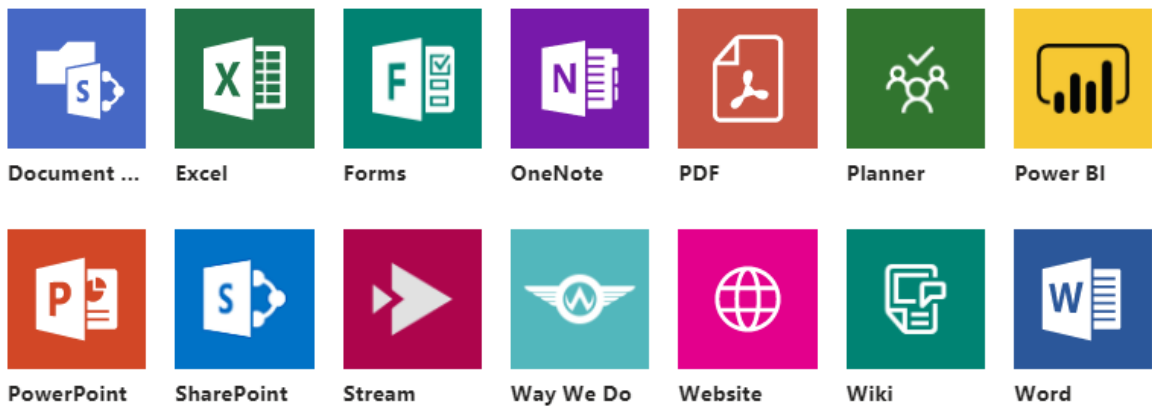
Within Teams itself, you can add a Stream Channel Tab to the top of any channel.

## Add a tab

Turn your favourite apps and files into tabs at the top of the channel.

Search

### Tabs for your team



You can either link directly to a Channel within Stream or to an individual Video.

Share Embed

This channel will only be viewable by authorized users.

Direct link to channel



Stream

About ×

Channel  Video

Search or paste a direct link to a [Microsoft Stream](#) channel

Tab name

Post to the channel about this tab

Back

Save