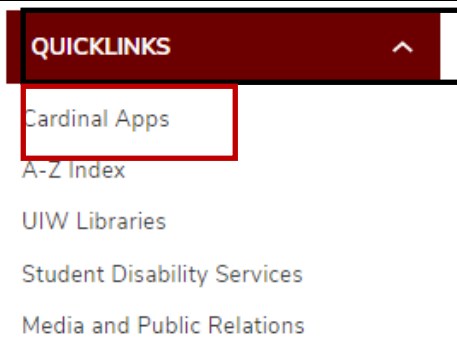


Upload Video to Stream

Microsoft Stream allows you to upload, view, and share videos securely. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration.



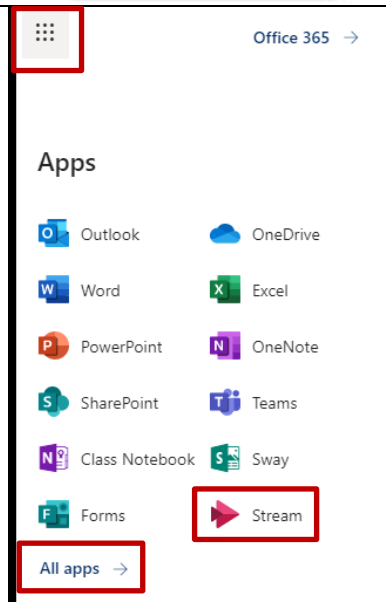
1. Go to www.uiw.edu and click **MENU** (located on the top-left of the screen)



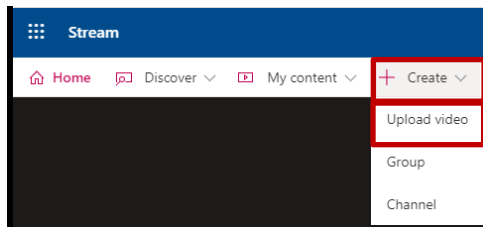
1. Click **Quick Links**
2. Click **Cardinal Apps**



3. Locate the **Outlook Link** and click it



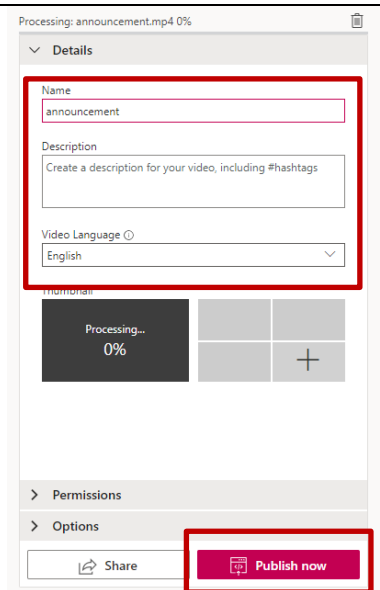
4. Open your mail account and click the “Waffle”  to open the O365 **Apps directory** and click **Stream** 
5. If you don't see Stream under the *Apps List*, click **All Apps** and Stream will be listed there, alphabetically



6. Click **Create**
7. Click **Upload Video**

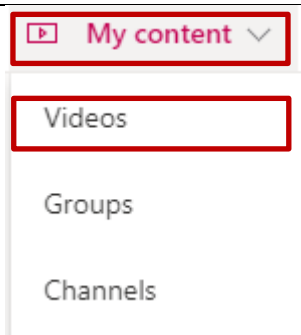


8. Click **Browse** to locate the video you want to upload
9. Double-click the **video** to upload it

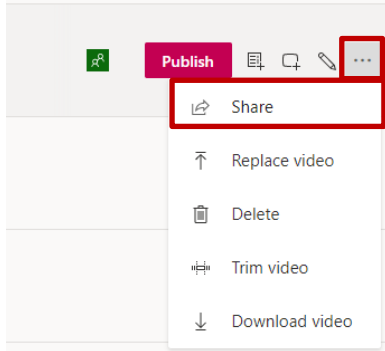


10. Add a *name, description and choose a language*
11. Click **Publish Now**. In a few minutes, your video will upload and ready to share

Share a video



2. Locate and click **My content**
3. Choose **Videos** from the list



4. Click the **Elipsis**
5. Click **Share** from the list

Direct link to video

<https://web.microsoftstream.com/video/20c272ac-4212-4739-a330-b7be3db30866>

Copy

6. Click **Copy** to *copy the link*
7. Email the shared link