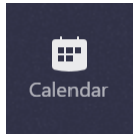
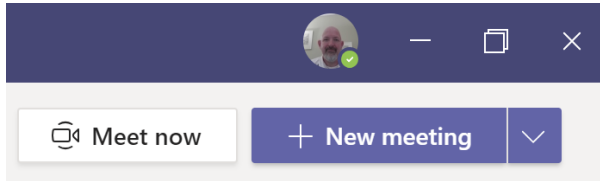


Create and Share a Video Using Microsoft Teams and Microsoft Stream

1. Start Microsoft Teams on your computer
2. Go to the Calendar



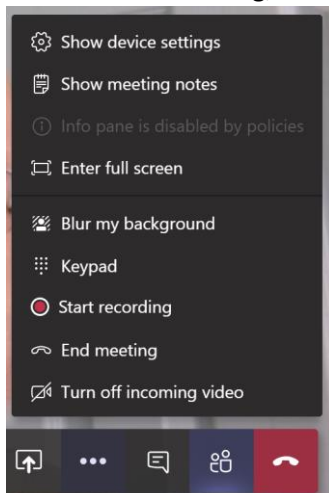
3. Click the "Meet now" button



4. Click "Join now"



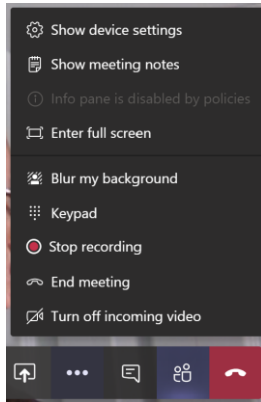
5. To start recording, click the ellipsis (...), then click "Start recording" from the menu



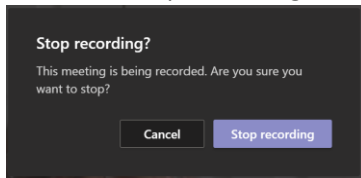
6. Make your video

Create and Share a Video Using Microsoft Teams and Microsoft Stream

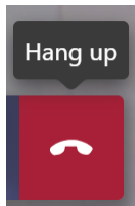
7. To stop recording, click the ellipsis (...), click “Stop recording” from the menu



8. Click “Stop recording” from the pop menu



9. Click the hang up button



10. Hanging up will take you to “Chat” and your video will show up as recent activity. Your video will automatically upload to Microsoft Stream.

11. You can access Stream several ways:

- From Teams – Click the ellipsis and click “Open in Microsoft Stream”
- From the Office 365 app launcher (the grid) from Office on the Web



- By clicking the link from the email you receive from Microsoft Stream

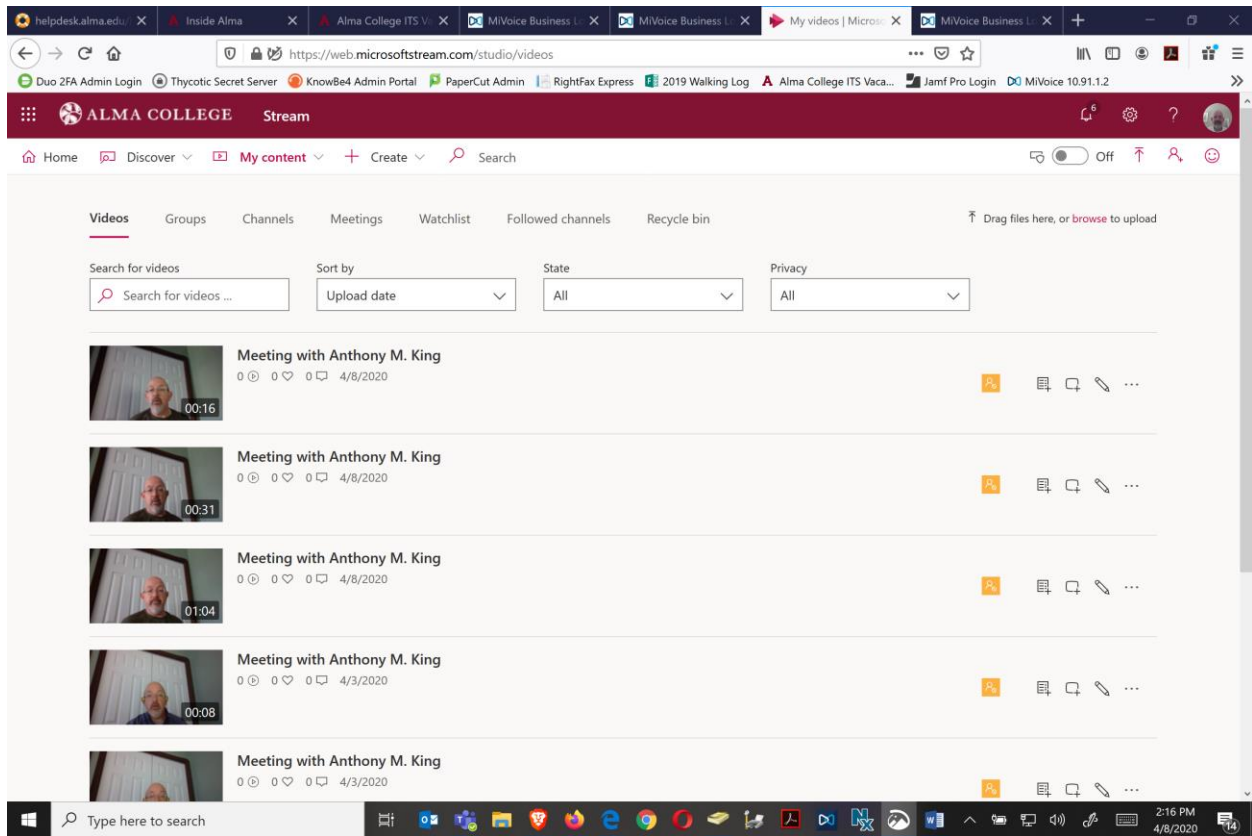
12. In Stream, click the “My Content” button and click “Videos” to see all your videos



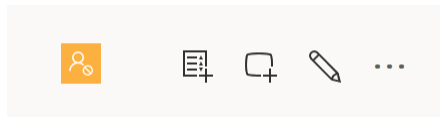
Videos

Create and Share a Video Using Microsoft Teams and Microsoft Stream

13. You will now see your videos



14. From here you can sort, search, share and edit the video details using icons on the ribbon



The pencil is where you can change the video title and other details

The clicking the ellipsis (...)

15. You can click anywhere on the video web part to go to the video's page and watch the video. All of the actions list above can also be done on this page.