

# Create and Share a Video Using Microsoft Stream

## Faculty Resource

This document will show you how to create and share a video using Stream (on SharePoint). *Note: Stream allows creation of videos up to 15 minutes in length.*

## Step 1 – Login

Go to [Microsoft365.com](https://Microsoft365.com) and login using your email address and network password.

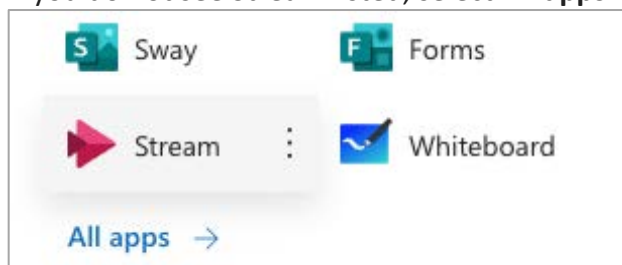
## Step 2 – Open Stream

Go to the waffle icon in the upper-left corner.



Select **Stream**.

If you do not see Stream listed, select **All apps**.

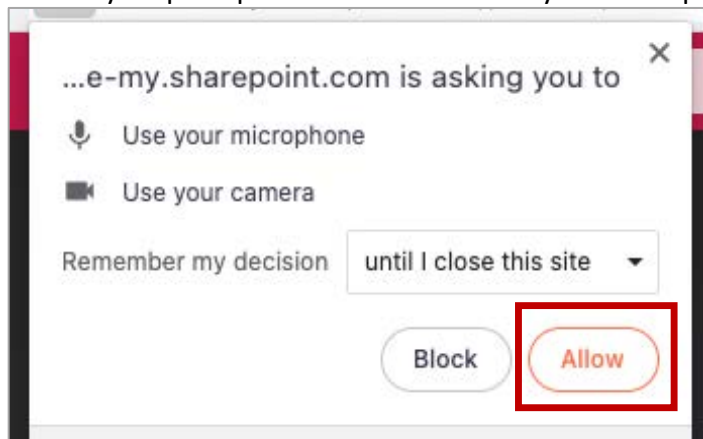


## Step 3 – Get Ready to Record

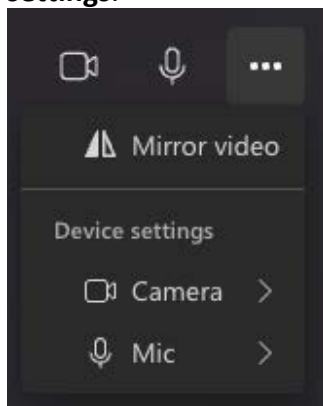
Select **Screen recording** (screen recording + webcam) or **Camera recording** (webcam only), depending on the type of video you are creating.



You may be prompted to allow access to your microphone and camera. Select **Allow**.

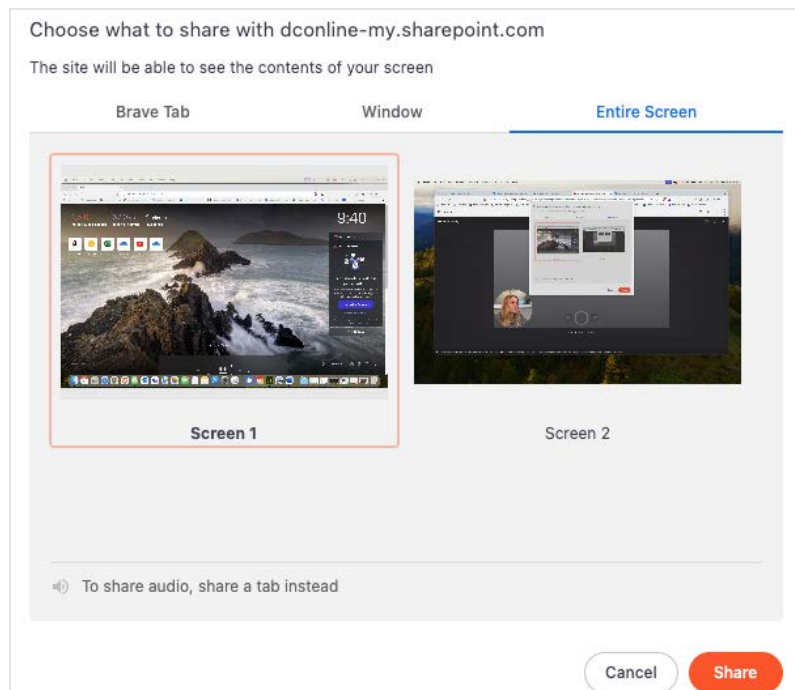
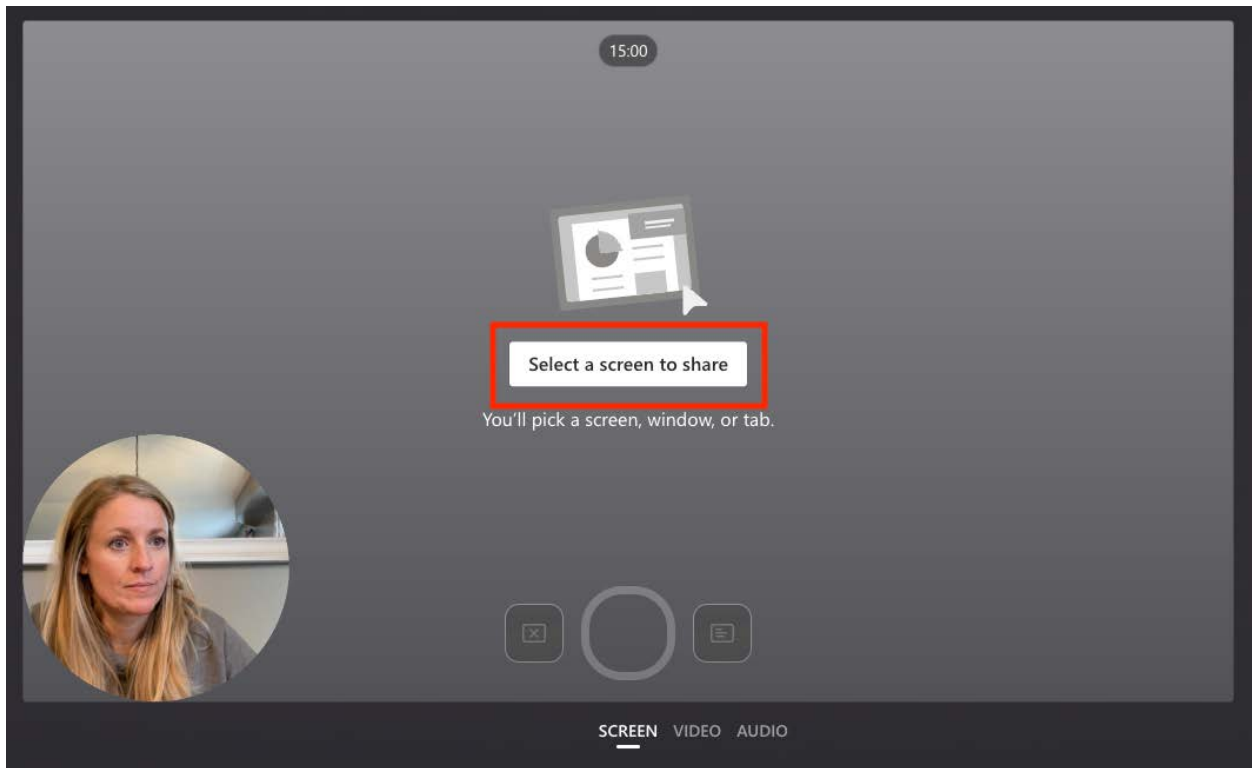


Camera and mic controls are available in the top-right corner. If your webcam or mic aren't being picked up automatically, select the **More Options** menu and then check the **Device settings**.



## OPTION 1: SCREEN RECORDING (with or without webcam)

Use the **Select a screen to share** button to begin.



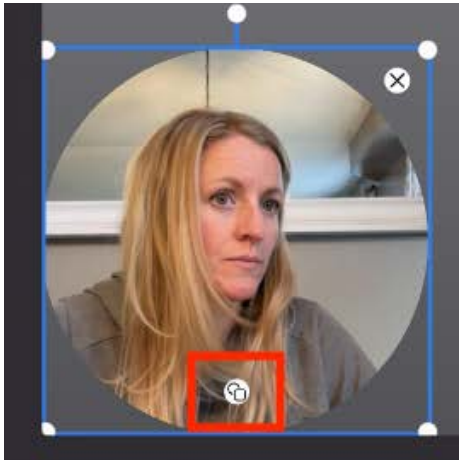
Select what you would like to capture: browser tab, window or entire screen. Then select **Share**.

These steps will be similar to sharing your screen in Teams or Zoom.

Stop sharing screen content at any point by using the **Close Screen Recording** button with the x.



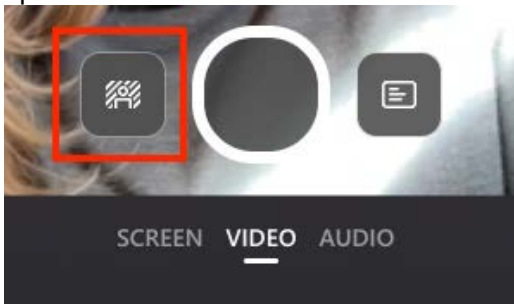
Click on your webcam preview to customize it. Drag the preview anywhere within the Stream window. Click on the shape icon to toggle between various framing and transparency options.



## OPTION 2: CAMERA RECORDING

Use the Camera Recording option to capture webcam only.

Customize your background by selecting the Backdrop icon. Options are similar to the background options available in Teams.

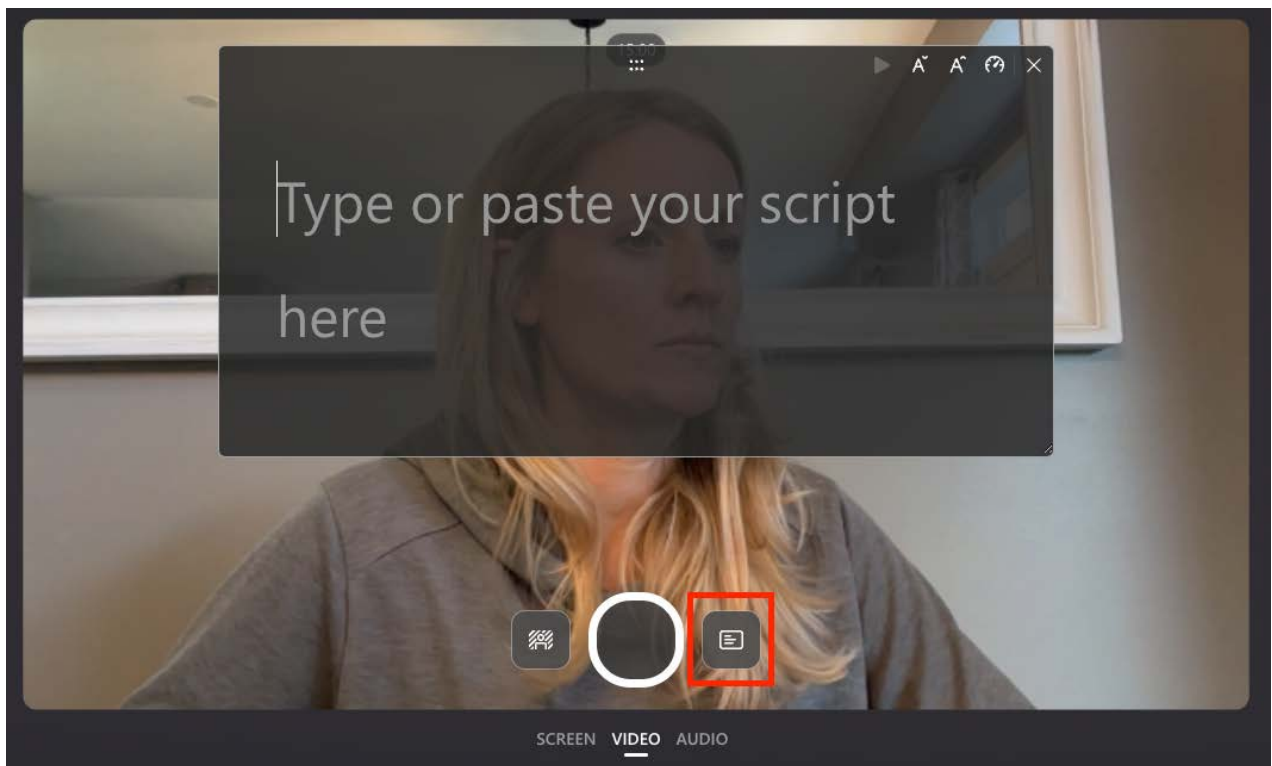


## Step 4 – Record

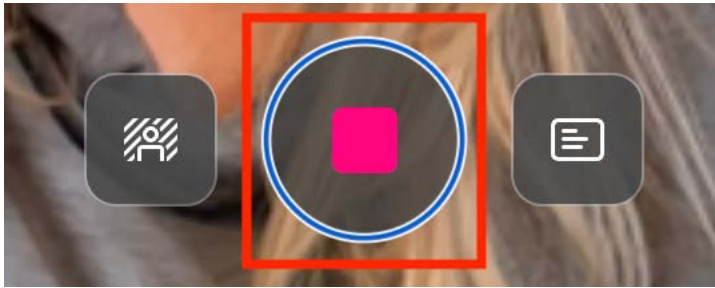
Regardless of the type of video you are capturing, begin recording by selecting the centre button.



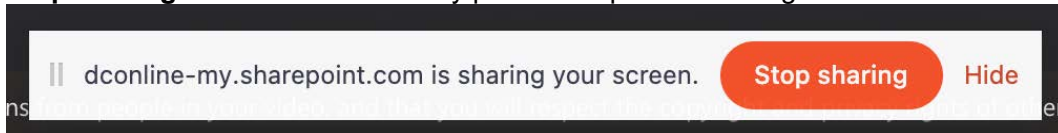
**TIP:** Stream has a **Teleprompter** feature that can help you capture videos more seamlessly and professionally. The Teleprompter option is found to the right of the recording button.



When you are done recording, press the stop button.



Or if you are capturing a screen recording you may also have a message bar similar to this one. **Stop sharing** can be selected at any point to stop the recording.



After your recording is stopped, select **Record again** or **Review**.



## Step 5 – Review and Edit

After selecting Review, you will be given an opportunity to watch your video and complete minor edits if needed.

Select **Back** (bottom-left corner) if you are not happy with your recording.

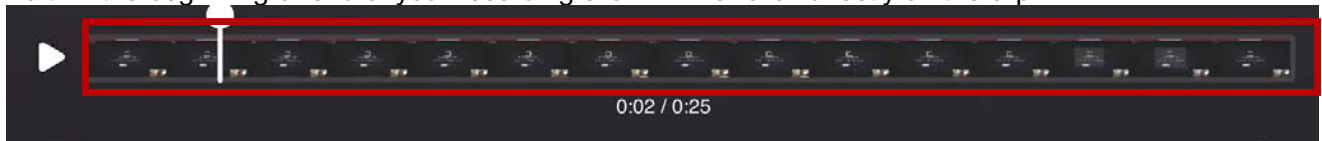
Minimal edit features are available.



*Note:* The editing features are only available during this step. Once the video is finalized it can no longer be edited directly within Stream.

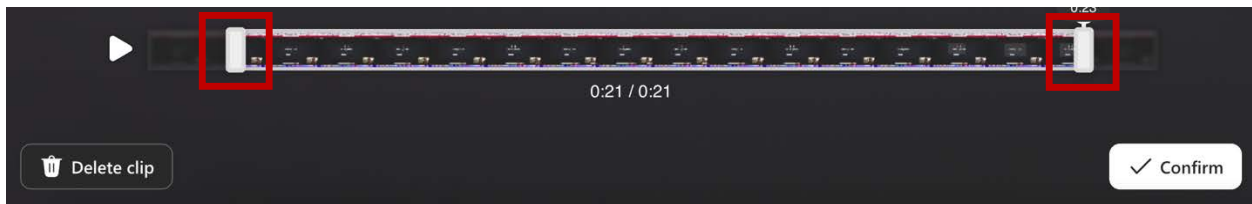
### Trim

To trim the beginning or end of your recording click **Trim** or click directly on the clip.



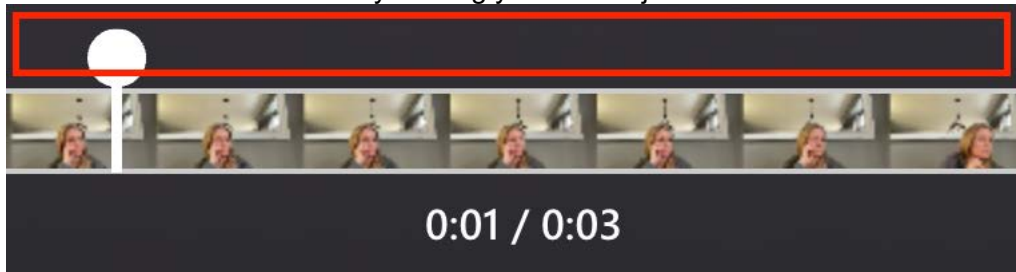
You will be brought to the "Trim your clip" screen.

Drag the tabs to remove the unwanted portion and select **Confirm trim**.

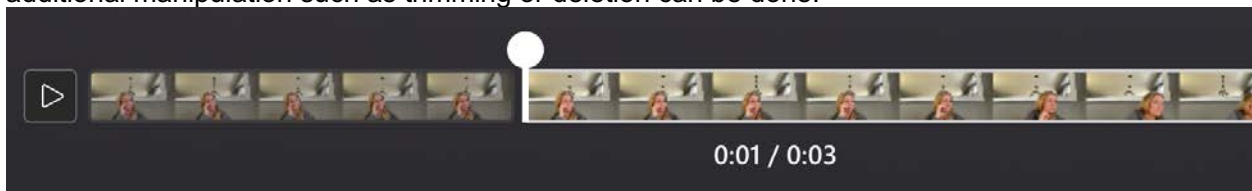


## Split

Split will allow manipulation of video beyond trimming just the beginning and end. Move the play head to the desired location by clicking your cursor just above the timeline.



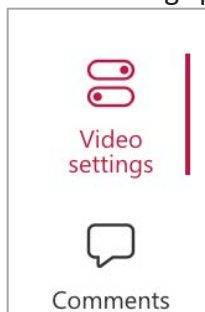
Once the play head is in the correct location select **Split**. The clip will now be split into two and additional manipulation such as trimming or deletion can be done.



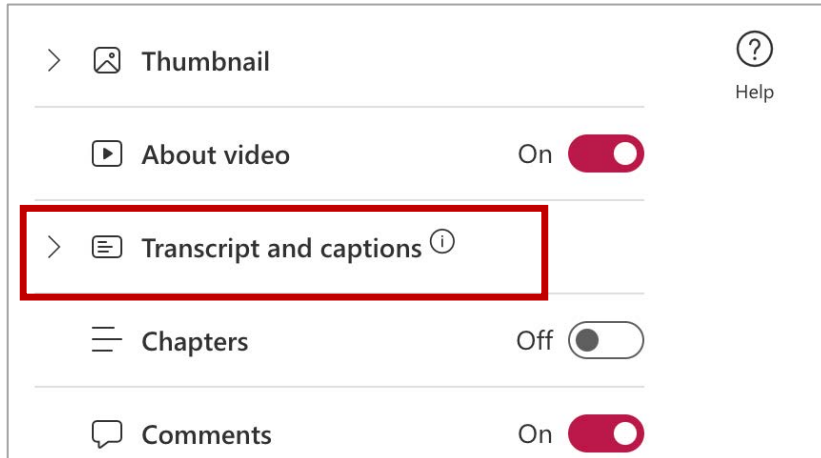
Select **Finish** once editing is complete.

## Step 6 – Captions

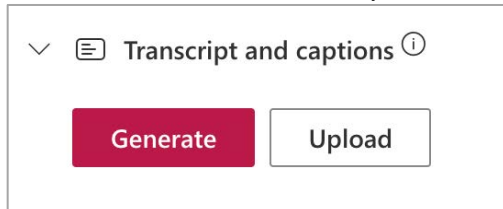
When previewing your video, you will have access to the Video Settings. If you do not see the Video Settings panel, select it from the menu on the right.



## Select Transcript and captions



Then select **Generate**. It may take a bit of time for captions to generate.



## Step 7 – Rename and Move File (optional step to help keep your files organized)

The recording files are being stored in OneDrive. To help keep your OneDrive account organized, it is recommended that you give your recording an identifiable name. You may also choose to move it into a folder for organizational purposes.

Click on the default name of your recording in the upper-left corner and give it an identifiable name.



Refresh the browser window. (Stream is still working out some kinks...a refresh will help this step go smoothly)

Choose a folder or create a new folder to keep your recording within by selecting **Move to**.

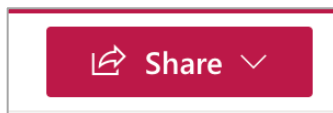




## Step 8 – Sharing

Videos can be shared in a similar way to how other OneDrive files are shared. Here are steps for one of the easy methods:

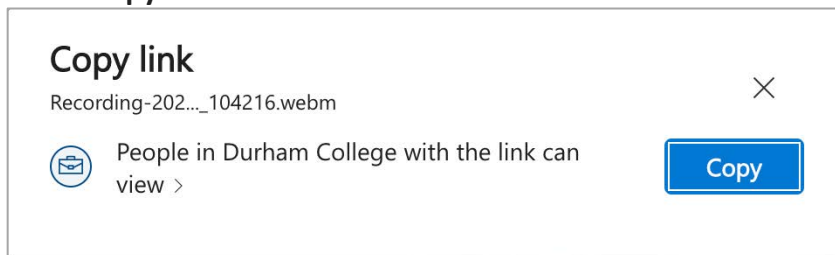
### Select **Share**



### Select **Copy link**



### Select **Copy**



You now have a link to share in DC Connect.

*Note:* You can disable the option for students to download your video in step 3 above by selecting "People in Durham College with the link can view". Then, enable the option to **Block**

**download.**



For more information about sharing videos using OneDrive visit: [Sharing Videos Using OneDrive.](#)