

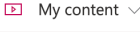


Teams recording?



Use the steps below to get your sharing link!

Step 1: Shortly after you've finished your recording in Teams, you'll receive an email to let you know that your video is ready to share - so keep an eye on your QUB inbox!

Step 2: When your video is ready, head to <https://web.microsoftstream.com>, and sign in with your Queen's email address, staff number and password


Step 3: Click  , followed by **"Videos"** at the top of the Stream homepage to see the videos you have available - you can sort these in a range of ways using the options at the top of the page, helping you to find the video you're looking for!

Step 4: When you find the right video - give it a click to see more details!

Step 5: To change video settings, including who has permission to view your video, click the ellipsis () under the video, followed by  Update video details - from here, you can also edit the title, add a description, select a language, and upload a thumbnail for your video!

Step 6: In the **"Permissions"** box, you can allow everyone in the institution to view your video (provided they have the link to it!), or you can share it with individual people or groups (such as Teams that you're a member of) by using the search box - **for this exercise please make sure you share your videos with the email address which has been provided to you by Faculty staff!**


Step 7: Once you're done making your changes, click **"Apply"** at the top of the page!

Step 8: When you're ready to share the link to your video - click  Share underneath the video player, followed by **"Copy"** in the window that appears, and you're ready to paste your link!

Uploading a video you've recorded in PowerPoint?

If you haven't exported your recording to Stream directly using PowerPoint, you can upload your video file using the steps below!

Step 1: Visit your Stream homepage by following **Step 1** above

Step 2: Click  Create  , followed by **"Upload video"**

Step 3: You can drag your video file directly from your computer's file manager onto the window that appears, or click **"browse"** to select your file that way!

Step 4: You can monitor the progress of your upload on the window that then appears - while you wait, why not add a title, description and set other settings, including permissions (see **Step 6** above!)?

Step 5: Once your video has uploaded, click  Publish to make your video available - to share it click the **"share"** button, or follow **Step 8** above!

To find out more, and see a video tutorial on how to upload and share your content using MS Stream, click [HERE!](#)

Using

MS Stream

For video sharing