Stream Documentation

## What is Microsoft Stream?

Microsoft Stream is an Enterprise Video service that is included with our existing licensing with Microsoft. It allows people in an organization to upload, view, organize and share videos securely.

Niagara College faculty, staff and students can access and use Microsoft Stream with their college network account.

Detailed documentation and how to videos provided by Microsoft: <https://docs.microsoft.com/en-us/stream/>

# Access Microsoft Stream

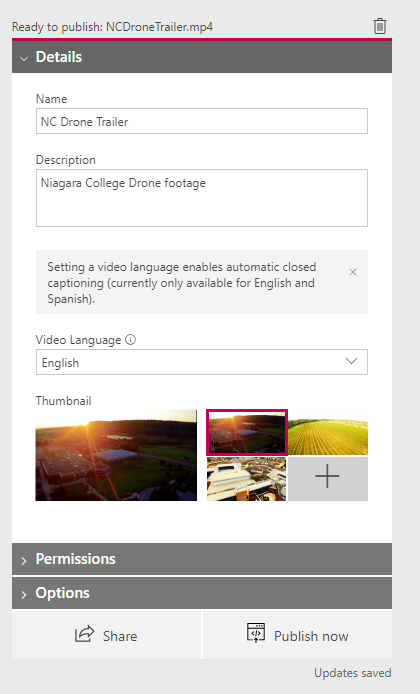
Microsoft Stream can be accessed through several different URLs:

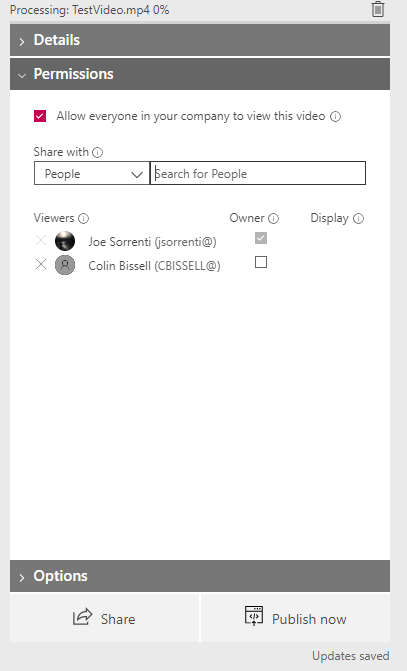
* Niagara College Portal – <https://portalnc.niagaracollege.ca>
  + (Under More Applications 🡪 Microsoft O365 🡪 MS Stream)
* Microsoft Portal – <https://portal.office.com>
* Microsoft Stream Web Portal - <https://web.microsoftstream.com/>

1. Login using your assigned email account
   1. Faculty and Staff – username@niagaracollege.ca
   2. Students – [username@ncstudents.niagaracollege.ca](mailto:username@ncstudents.niagaracollege.ca)
2. Select **Stream**

# Uploading Videos

Note: Please ensure you have acquired the necessary rights to play any licenced or copyrighted material. For guidance on College practices regarding copyright please visit <https://nclibraries.niagaracollege.ca/copyright>

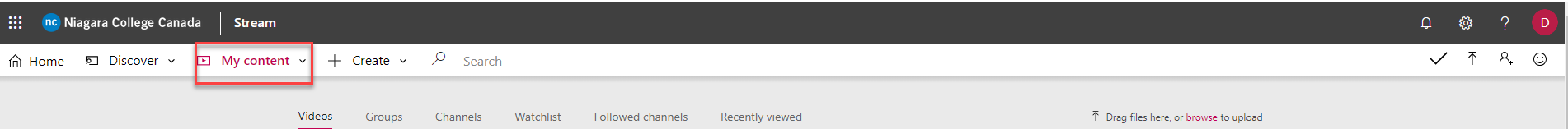
1. Select **Create** and **Upload video**
2. Fill out the necessary details about your video
3. Permissions
   1. Allow everyone in your company to view this video box – When checked, anyone in the college can view this video – If you want to control access uncheck this box and assign the appropriate permissions under the “Shared with” section below - Example below – only two users will have access to this video



1. Options
   1. People - Generates a timeline of people in your video (using tagging)
   2. Comments – Disabled at the administrative level
   3. Captions – Captions are auto generated
   4. Subtitles – You can upload subtitles to the video if available
2. Share – You can copy the shareable URL from this tab and also customize the Embed options if you are looking to embed the video into another webpage or application
3. Publish Now – This will conclude the video uploading process and make your video available

# Removing Videos

1. Select **My Content** located at the top of the screen, this will bring you to a list of videos you have published or started publishing (Drafts)



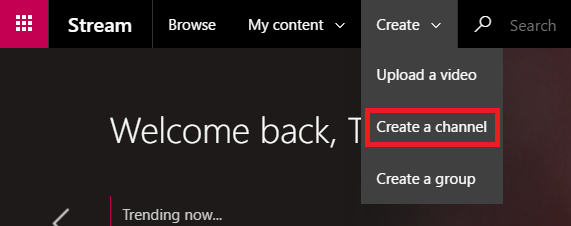
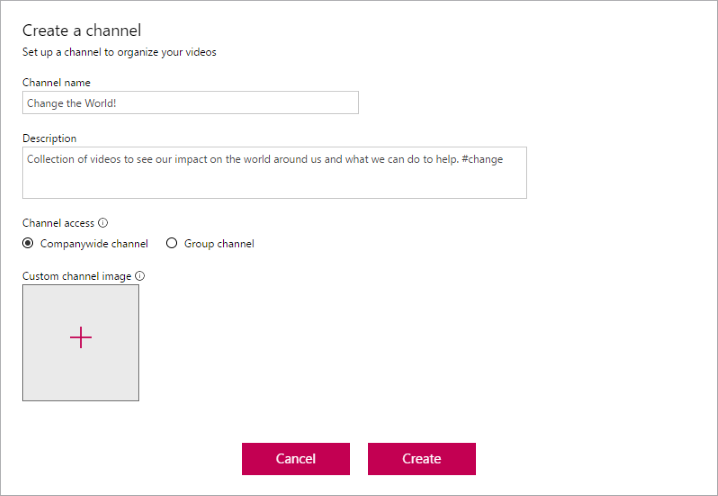
1. Click the three dots located next to the video you want to delete and select **Delete**

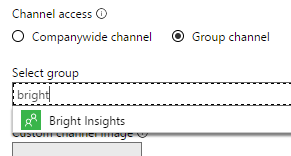
# Creating Channels

**Note:** Channels are a way to organize your content - They cannot be assigned permissions directly

Companywide channel - Anyone can add and watch these videos (Companywide channels may be created on your behalf by Niagara College Information Technology Services)

Group channel - Give access only to a specific group, like a department, team or class

1. Select **Create** and **Create a channel** from the top navigation bar
2. In the Create a channel dialog, give a unique **Channel name** and **Description** for your channel – Channel names are limited to 30 characters – Channel descriptions are limited to 2,000 characters
3. For **Channel access** select if you want your channel to be a [**Companywide**](https://docs.microsoft.com/en-us/stream/groups-channels-overview#companywide-channels) **channel** (companywide channels may be created on your behalf by Niagara College Information Technology Services) or a **Group channel -** If you select Group channel enter the group you want the channel to be contained in



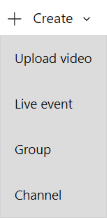
**Note:** You cannot change the channel type after the channel is created

1. Add a **Custom channel image** to make your channel look unique
2. Select **Create**

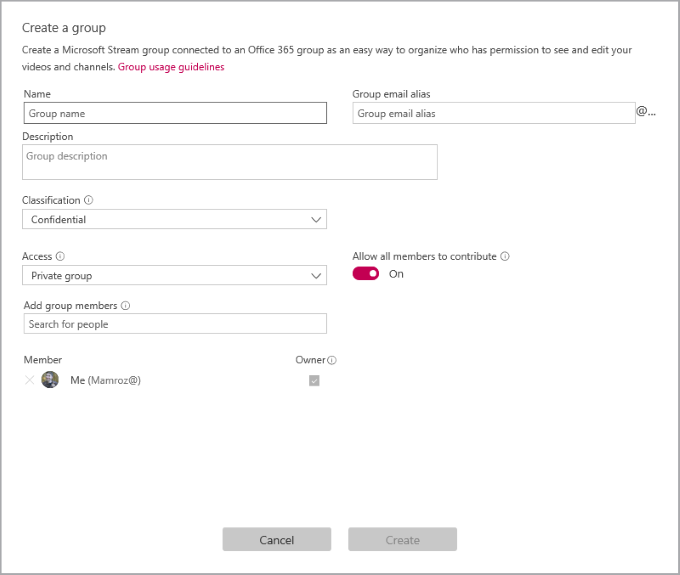
You can now start [adding videos](https://docs.microsoft.com/en-us/stream/portal-add-videos-to-channels-groups) to your channel – You can also [edit your channel's metadata](https://docs.microsoft.com/en-us/stream/portal-edit-channel) or delete the channel

# Creating Groups

1. Select **Create** and **Group** from the top navigation bar.



1. In the Create a group dialog, give a **Name** and **Description** to your group
2. In the **Access** drop down select if you want a **Private group** or **Public group** to determine who has access to the content inside your group
   * **Public group** means the group and videos/channels you add to it to be viewable by everyone in your organization
   * **Private group** means your group will be private and only the members of the group will be able to see the contents of the group



1. Look up people in the **Add group members** field to include people in your group You can only add individual users to groups - If you would like a member to be an owner of the group check the box in the **Owner** column to upgrade their permission
2. Turn **Allow all members to contribute** to **On** or **Off** to determine if the members of the group should be able to contribute to the group by adding/modify videos and channels or if they should just be viewers of the group only

**Note:** This setting only applies to Microsoft Stream, it does not apply to the O365 Group when used in the rest of Office 365

1. Select **Create**.

# Additional Resources and Information

Microsoft provides documentation and training videos on the Microsoft Stream product for free on their website. See <https://docs.microsoft.com/en-us/stream/overview> for more information on this product or contact the [Niagara College ITS Service Desk](https://www.niagaracollege.ca/students/campus-life/technical-support/).