



What is Stream?

Stream is a video service that is part of Microsoft 365. See more about Microsoft 365 at uOttawa [here](#). Stream lets uOttawa employees, upload, view, and share videos within the uOttawa community. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration. Microsoft Stream works well with other Microsoft 365 apps like Teams and OneNote, giving even more ways to discover more relevant content.

How do I access Stream?

Stream is accessible through your uOttawa [Microsoft 365 online account](#). Use your uOttawa email address, password, and chosen multi-factor authentication device to log-in.

If you are already a member of a team in Microsoft Teams, you can start using those groups in Stream right away. Each team created in the Teams application also has access to a group Stream page by default. You can add your Stream page to the Teams toolbar for quick access. Learn more about Teams by reading the best practice on [Using Teams](#).

Stream Basics

Groups (use existing groups from Teams)

Groups is how you manage who has access to your videos.

If you are already part of a team in Microsoft Teams, you can start using those teams as groups in Stream right away. Each team has a Stream page by default. Assigning video permissions by group is a safe way to keep control over who can view your videos.

When you upload videos, choose the group (by title of the team from Microsoft Teams) you would like to provide permissions to. All members of that group will be able to view your video.

Channels (Note: channels in Stream are not the same as those in Teams)

Channels are an organization method for videos, but not a permission method. Channels don't have any permissions on their own. Permissions is managed through groups. Create different channels so that you can keep your videos organized by the subject or topic of your choice.

- When creating channels, make titles that will be meaningful to users.
- Keep the number of channels manageable. Having hundreds of channels may make finding videos more difficult for your users.
- When you upload a video, ask yourself if it fits into an existing channel before creating a new one.

How do I upload videos?

Option 1: Upload directly in Stream online

1. Go to the "Create" tab on the top navigation bar.

2. Select “Upload video” in the top navigation bar.
3. Browse your computer and select the video you would like to upload.
4. **Details:** Fill out the basic information about your video such as title, a short description, the language, and select a thumbnail image that users will see before they play your video.
5. **Permissions:** Select the group(s), channels, or people you would like to be able to view your video. When you upload a video, you become the “owner” of the video by default and have control over how it is shared and edited. The individuals or groups that you share your video with are viewers by default. You can let other individuals or groups be co-owners of your video. Be mindful of letting others be co-owners of your video, since they will have full access to edit or share your video how they choose.
6. **Options:** You have several additional options when you upload a video to Stream.
Comments: Comments are enabled by default, which means anyone who can watch the video can comment on it. You should disable this feature if you are not prepared to moderate the comments section. Note that anyone who can view the video can also see the comments. You should turn the comments feature off if you choose to make your video accessible to the entire uOttawa community.
Captions: The option to have Stream auto-generate closed captions for your video is enabled by default. This creates much more accessible content, and you are encouraged to use this option. You can disable this option if you do not want captions, or upload a file with subtitles that you have created for the video.
7. Select “Publish” when you are ready to share your video!

DO NOT select “Allow everyone in your company to view this video”, unless the video is truly intended for the entire uOttawa community

Option 2: Save a Teams meeting recording

When a meeting in Teams is recorded, it is automatically uploaded to Stream. The members who were invited to the meeting are automatically entered in the permissions field and will have access to the recording. When the recording is uploaded to Microsoft Stream, the recorder is the owner of the video and the people in their organization who were invited to the meeting are the viewers. The owner needs to give permission or download the video to share the recording beyond these people. Learn more about meeting recordings and how the owner can share them [here](#).

Read the [Best practice on audio and video recordings](#) for more information on how you should be managing these recordings.

Option 3: Upload from other Microsoft 365 applications

Since Stream is integrated with many other Microsoft 365 applications, it is very easy to upload videos created in other applications. Example: If you record a PowerPoint presentation you can upload it to Stream right from PowerPoint.

Access to Information and Protection of Privacy

The *Freedom of Information and Protection of Privacy Act* (FIPPA) applies to Stream and once an access to information request is received, employees must search all information under their custody or control, including videos shared to Stream. Once an access to information request is received, it is a criminal offence to delete or alter the information. Contact aipo@uottawa.ca if you have any questions.

Learn more about Microsoft Stream [here](#).