

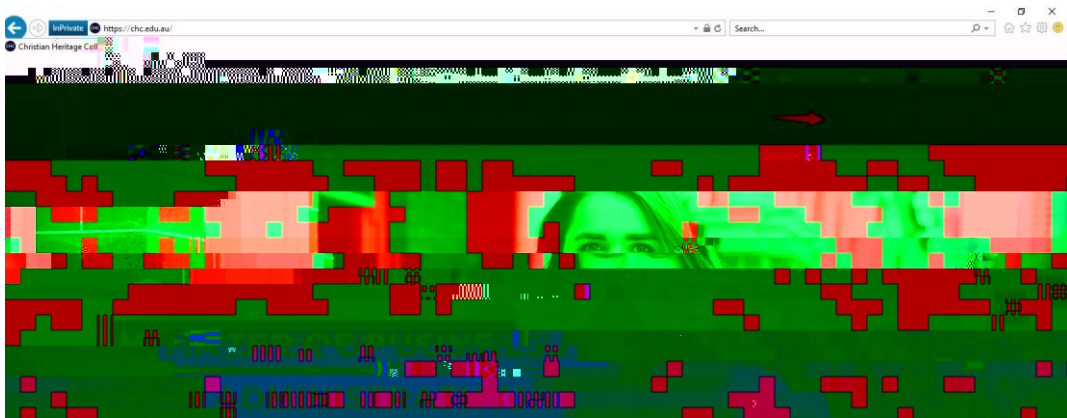
Microsoft Stream

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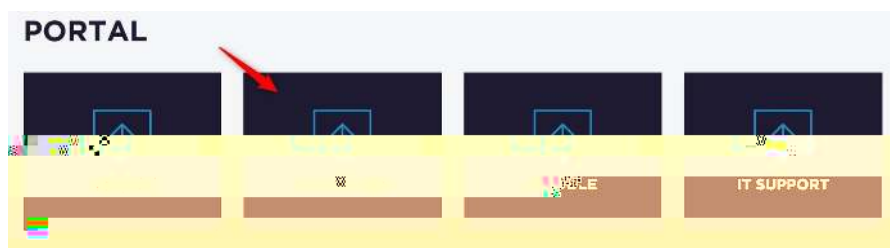
1. Accessing Microsoft Stream

Microsoft Stream is an online video streaming platform for CHC, where you can easily upload, view and share videos securely.

1. To access your online videos in Microsoft Stream, open your browser at www.chc.edu.au and click on the **Portal** link.



2. Click on the **Office 365** button.





2. Uploading your video to My content area

Please make sure that your video format is supported by Microsoft Stream, such as mp4, mov & avi.

For more information regarding the video formats that you can use with Microsoft Stream, please visit <https://docs.microsoft.com/en-us/stream/input-audio-video-formats-codecs>

1. In Stream, click **My content** > **Videos**.

2. Drag your file to



7. Scroll down and click **Publish**.

8. Your video file has been published.

9. Go back to



10. You will find your video that you have just uploaded in your **My content area.**

11. Microsoft Stream also shows the transcription of your video on the right-hand side*. By clicking the particular transcription, you can jump to that section of the video. (*The time it takes to transcribe the video depends on the length of your video).

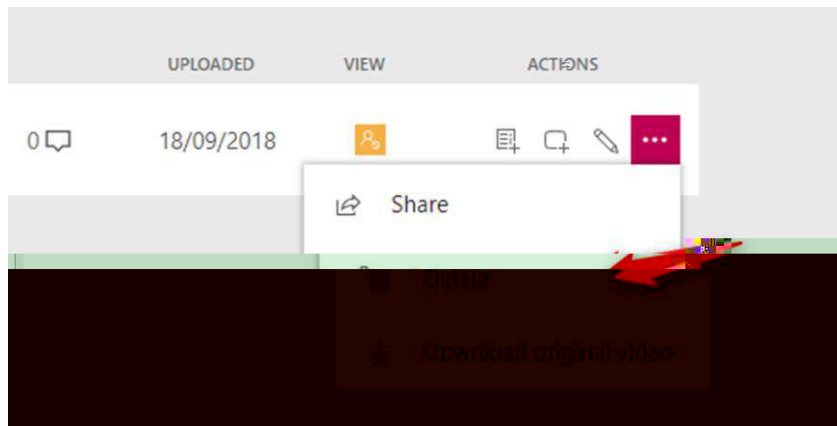
12. If you wish to hide the transcription, click on

3. Deleting your video

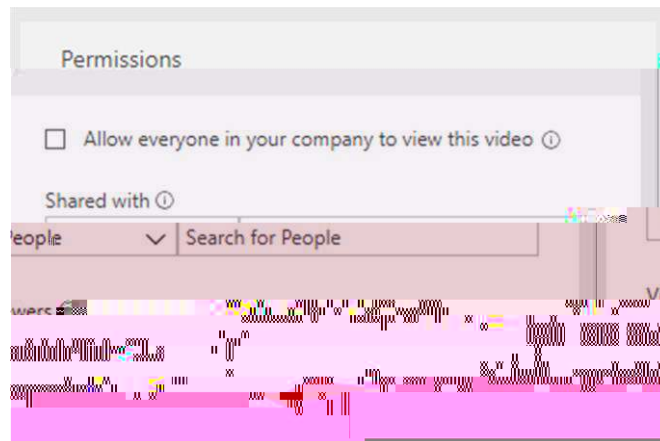
1. Click on the three dots (**More actions**).



2. Select **Delete**.



4. **The person's name will appear under Viewers.**



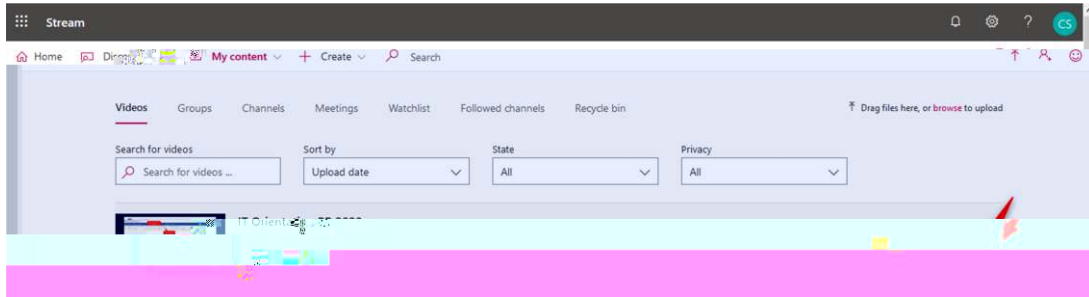
***There is no tick box under **Display** next to the person. The Display tick box appears only when you are sharing your video with your group, so it is not applicable when sharing with specific people.**

5. Click **Apply**.

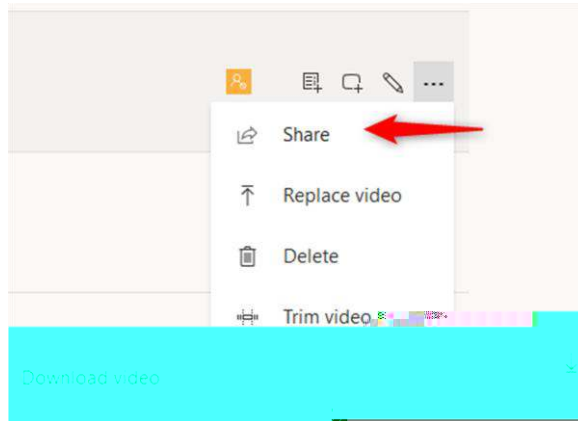
IMPORTANT: To ensure that the person knows that you have shared your video with them, **please follow the steps below to send them the link of your video by email.**

4.2 Send the link

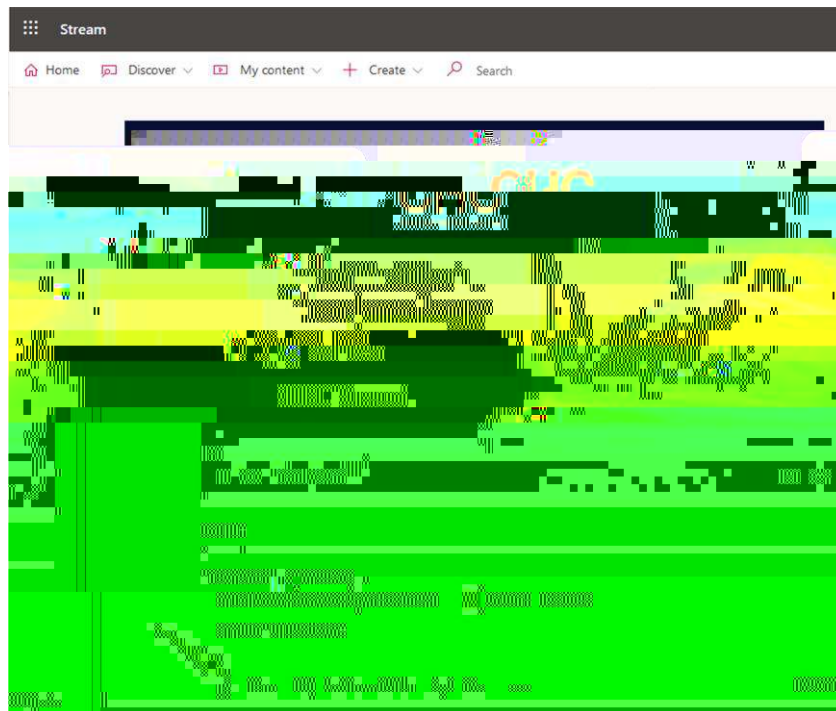
1. Click on the three dots (**More actions**).



2. Select **Share**.*



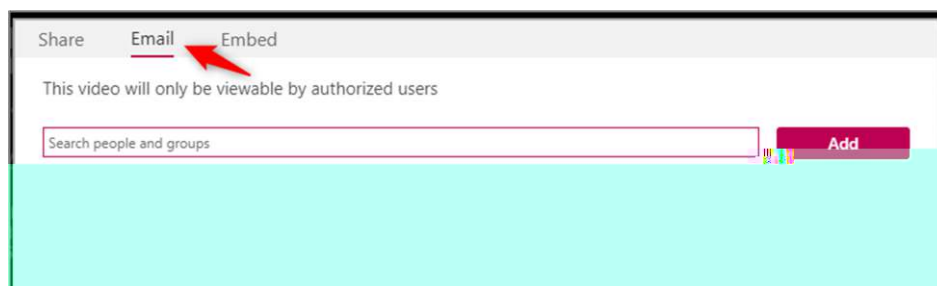
*You can also select **Share** from under your video.



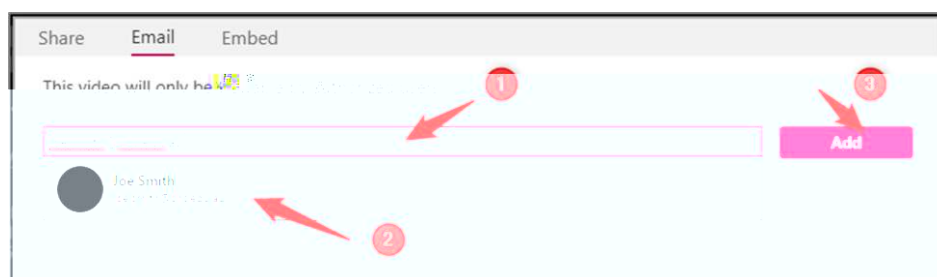
3. A share dialog appears. Copy the link URL by clicking **Copy**.



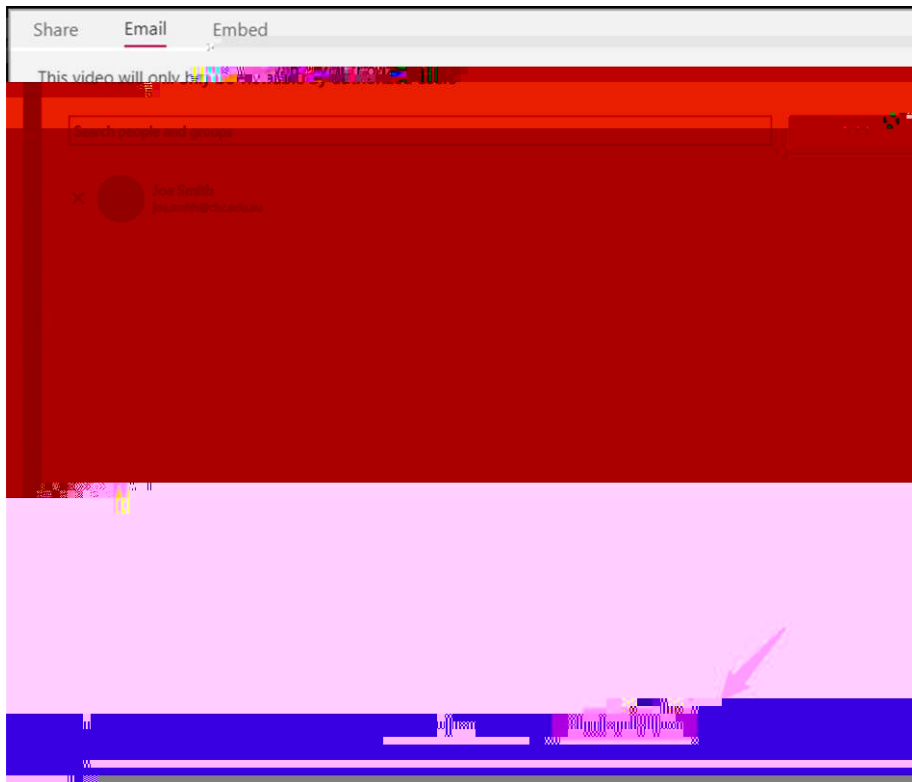
4. Select the **Email** tab to share through email.



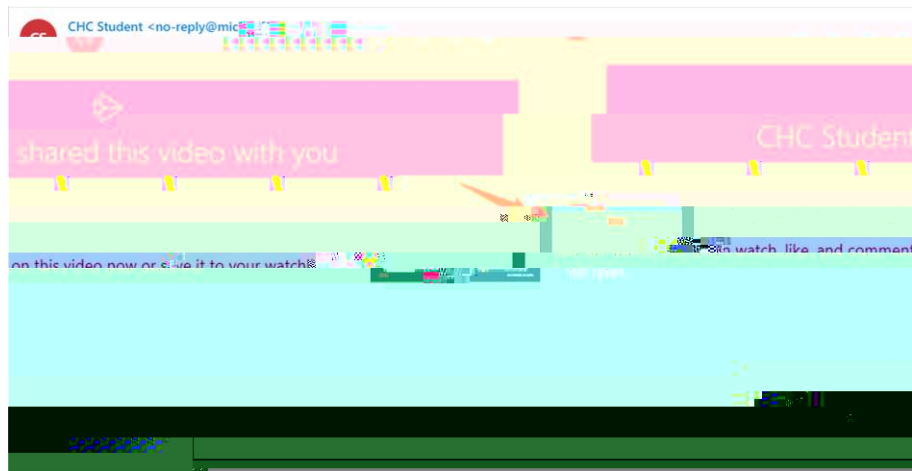
5. Type in **the person's** email address, select from the list that appears below the box and click **Add**.



6. Click **Send** and close.



7. The person will receive an email notification like the one below. They can click on the video image which will then take them to the video in Microsoft Stream.



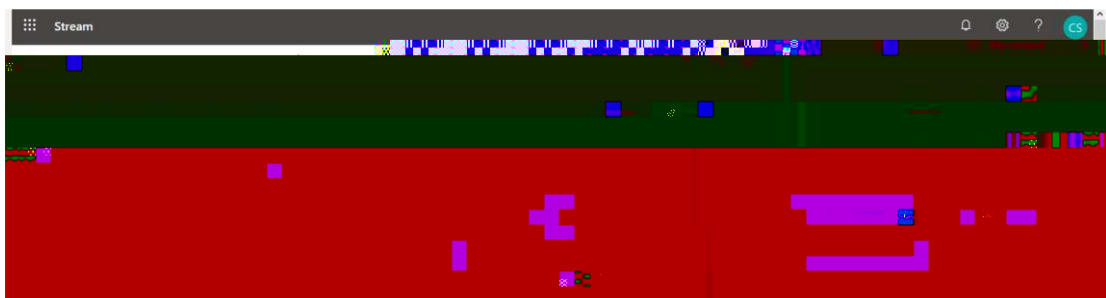
5. Sharing your video in your Group Channel

If you have been added to a Unit Group, you may share your video files in your Group Channel.

1. Go to **My content > Videos**.



2. Find the video you wish to share and click **Update video details**.

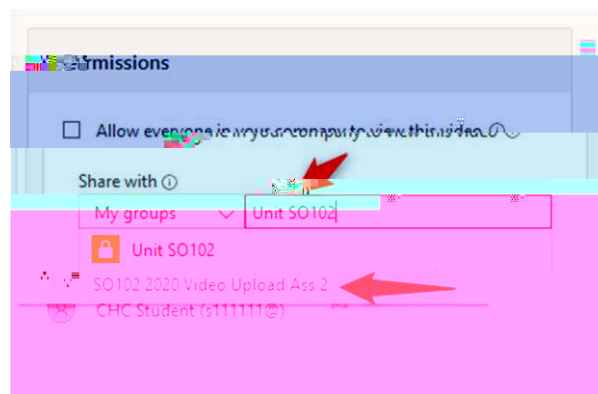


3. Under **Shared with**, select **My groups**.



4. Type in **your group name** and **select the channel** where your video needs to be uploaded to.

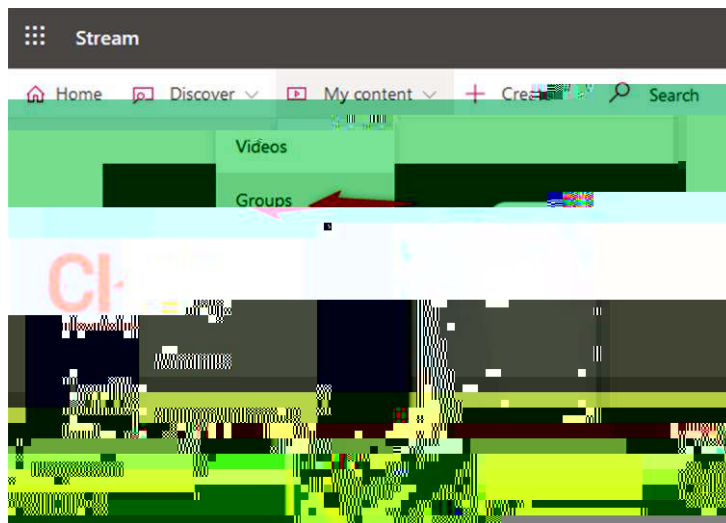
NB: The channels in Stream are different from the channels in Teams. Please ask your lecturer if you are not sure which channel you should upload your video to.



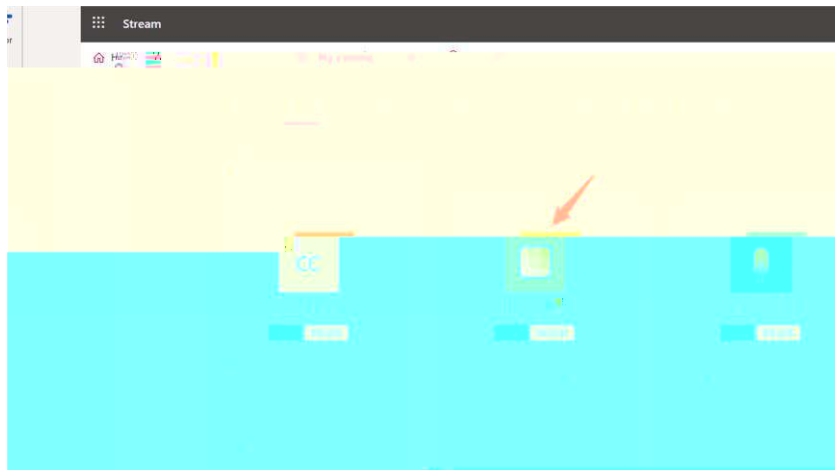
5. Your Group will appear under **Viewers**. Please make sure:
 Only **Display** is ticked for your Group.
Allow everyone in your company to view this video is **unticked**.
 Click **Apply**.



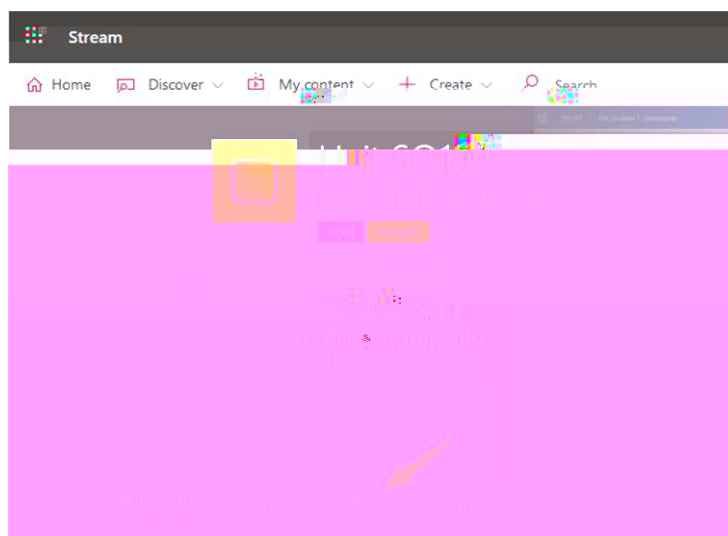
6. Go to **My content** > **Group**



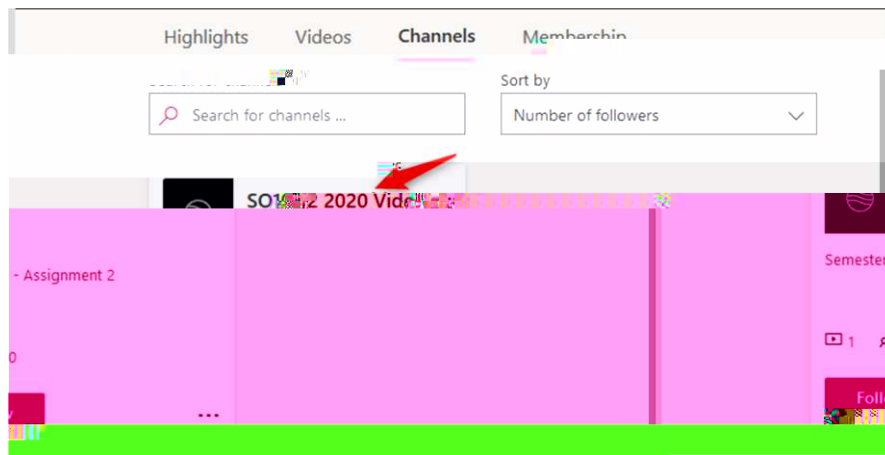
7. Select your **Group**.



8. Select the **Channels** tab.



9. Click on the channel.

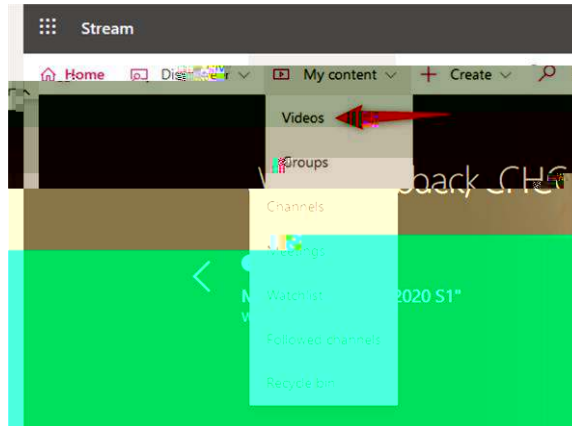


10. You will find your video and the other videos that your Group members have shared in the Group Channel.

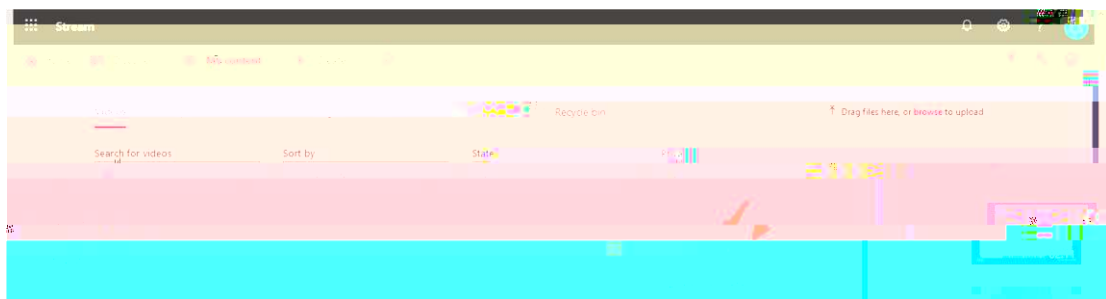


6. Removing your video from your Group

1. Go to **My content > Videos**.



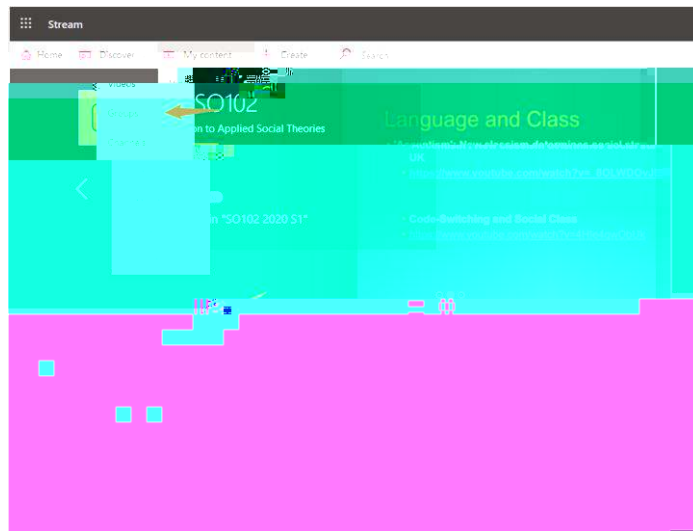
2. Find the video you wish to remove and click **Update video details**.



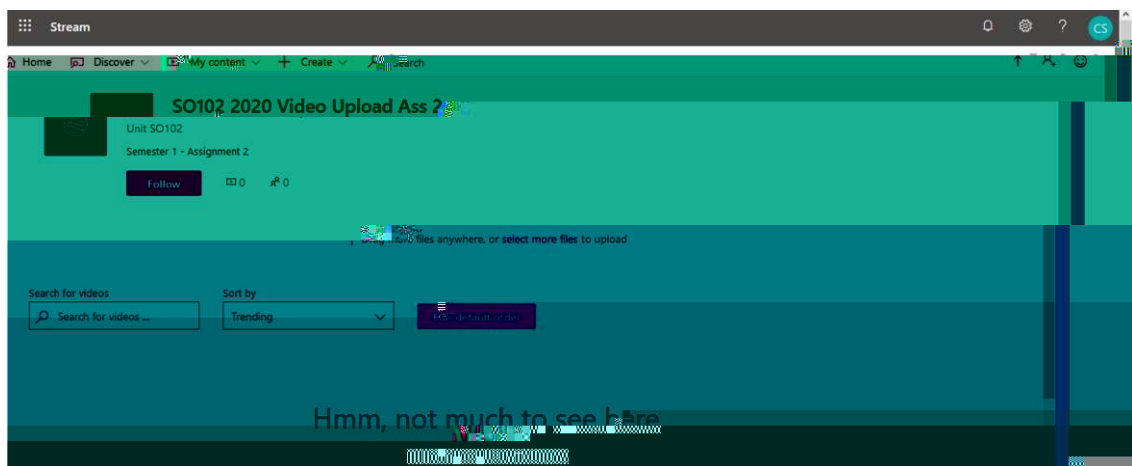
3. Under **Permissions**, click **X** next to the Group from which you wish to remove your video, then click **Apply**.



4. Go to **My content** > **Groups**, select your Group, then the **Channels** tab.

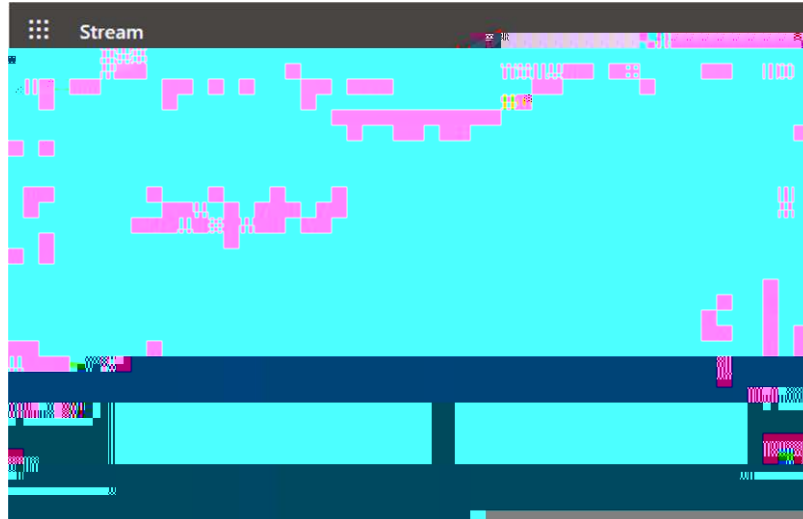


5. Your video should have disappeared from your Group Channel.



7. Finding Videos

1. To find videos that you have uploaded to Stream, go to **My content > Videos**.



2. To find videos that have been shared with you, go to **Discover > Videos**.



3. Select how you wish to search for the video (i.e. the name of the video, channel, person or group) and use the search box.

