

# SHARING YOUR TEAMS RECORDINGS AND OTHER VIDEOS IN MICROSOFT STREAM

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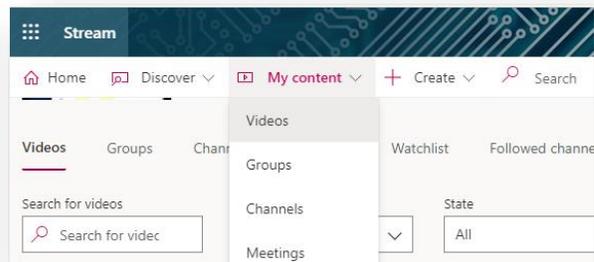
## GENERAL THINGS TO KNOW ABOUT WHO CAN VIEW A TEAMS RECORDING

- When you record a Teams meeting, the recording is transferred to Microsoft Stream.
- Recordings of meetings held within a standard team channel are automatically available to the team’s members.
- Recordings of meetings within a private team channel are automatically available to the private channel’s members.
- In most other cases, recordings are available to participants who signed in to the meeting.
- Sharing a Teams meeting with everyone at your organization or company places the recording on a web page in Stream where all BJU users can view it and is not recommended in most cases.

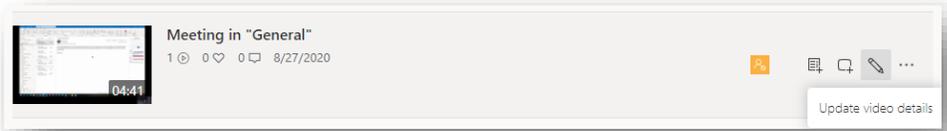
## HOW TO SEE WHO HAS ACCESS TO A TEAMS RECORDING OR OTHER MS STREAM VIDEO

1. Go to <https://web.microsoftstream.com/> or go to portal.office.com and click the  **Stream** icon in your apps list.

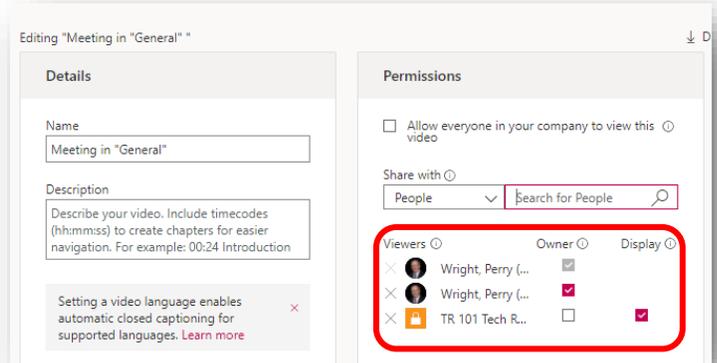
2. In the menu at the top of the page, click **My content** and select **Videos**.



- Out to the right of the video, click the pencil icon (Update video details).



- Under **Permissions**, you can see who has access to your recording: individuals, groups, channels and teams.



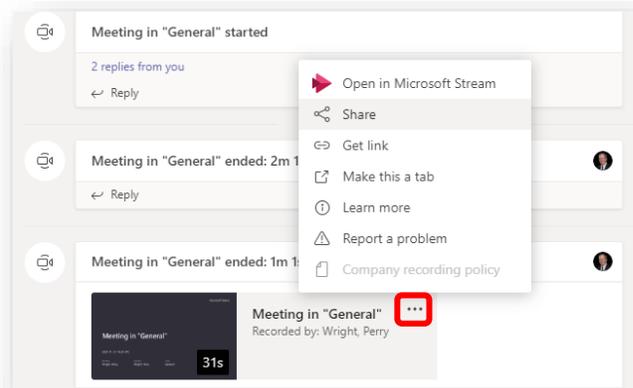
## SHARING A TEAMS MEETING RECORDING

Teams recordings and videos that are uploaded to Stream can be shared with individual people, groups, channels (different from Teams channels), and everyone in your company (not recommended in most cases),

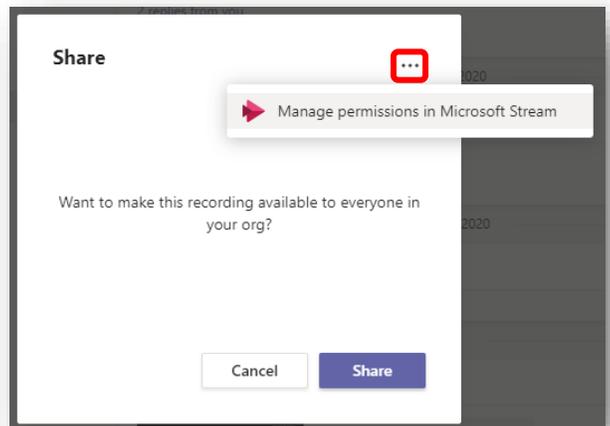
To manage who can view a recording, go to the **Permissions** panel as outlined in the previous steps or directly through Teams as indicated in the next section.

## SHARING A RECORDING FROM WITHIN A TEAM IN MICROSOFT TEAMS

- When you record a Teams meeting from within a team, the recording is displayed in the **Posts** of the team channel.
- The recording is automatically shared with the team members or members of a private channel.
- To share the video with other people, click the action menu icon (three dots) at the top left of the video tile.

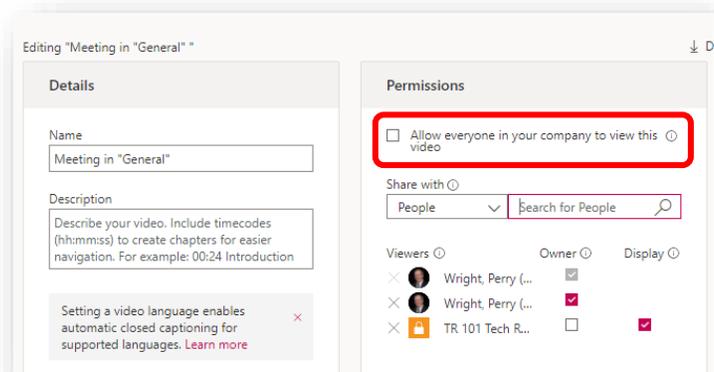


- The Share window will ask if you “Want to make this recording available to everyone in your org” (which means all BJU users). **Do not** click the Share button unless you want everyone at BJU to see your recording.
- To share with individuals or groups, click the action menu icon (three dots) at the upper right of the window and select **Manage permissions in Microsoft Stream**. This action will take you directly to the **Permissions** panel for the video.
- Consult the instructions below to discover the best way to share your recording.



### SHARING WITH EVERYONE AT BJU (NOT RECOMMENDED)

The check box at the top of the permissions panel permits sharing with “everyone in your company.” Your video will be visible to everyone on the Stream home page. If you accidentally made your recording public to everyone at BJU, **deselect** this box and click **Apply** at the top of the page to save the setting.



### SHARING WITH INDIVIDUALS

1. Under **Share with**, in the Permissions panel, select **People**.
2. Enter a username in the search box. You may also enter **last name** or **last name, first name**.
3. Click the magnifying glass icon or press the **Enter** key on your keyboard.
4. Click the name of the person when it appears in the suggestion list.
5. Click **Apply** at the top of the page to save the setting.



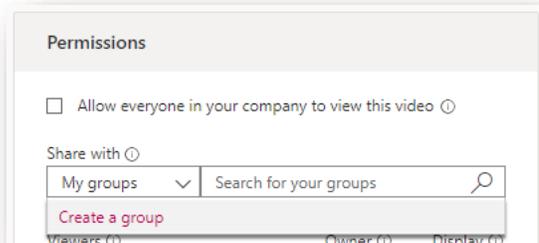
## Other actions

- To give the person permissions to edit and manage the video, select the **Owner** box to the right of their name.
- To remove a person, click the “X” to the left of their name.
- Click **Apply** after making any changes to permissions.

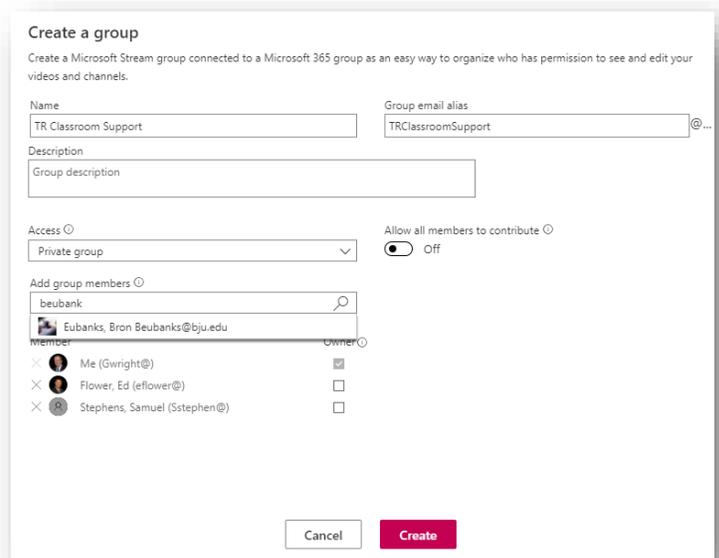
## SHARING WITH A GROUP

Stream groups permit you to share videos with a specific audience. You can determine who can see and/or manage the videos shared with the group. If you already are using a group in another Microsoft 365 app, you can use it in Stream. For example, you can add a team from Microsoft Teams using this method. If the group you need does not exist, you will need to create one. Creating a group in Stream also creates a new Microsoft 365 group.

1. Under **Share with**, in the Permissions panel, select **My groups**. You can search for existing groups or create one. For example, if you want to add a team from Microsoft Teams, enter the name of the team and then press the **Enter** key or click the magnifying glass icon.
2. To create a new group, click in the search box to reveal the **Create a group** link.
3. Click **Create a group**.



4. Enter a name for the group and a description (optional).
5. Leave **Access** set to **Private group**.
6. If you want all members to be able to upload and manage the videos associated with the group, turn on “Allow all members to contribute.”
7. Under **Add group members**, enter a username in the search box. You may also enter **last name** or **last name, first name**. Click the magnifying glass icon or press the **Enter** key on your keyboard.
8. Click the name of the person when it appears in the suggest list. Continue to add names in this way.
9. When you have finished adding group members, click **Create**. The group will appear in the permissions panel of your video.

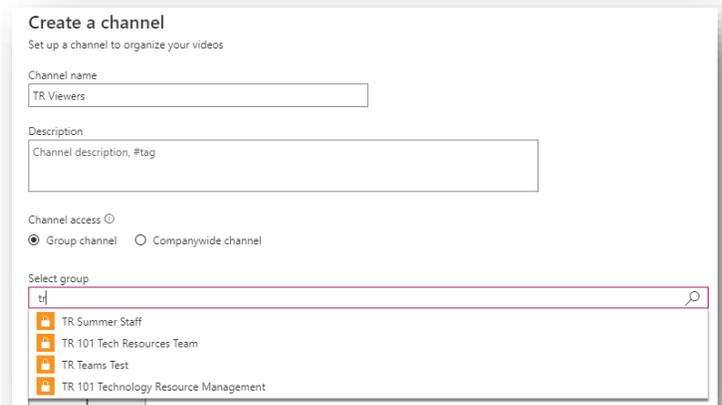
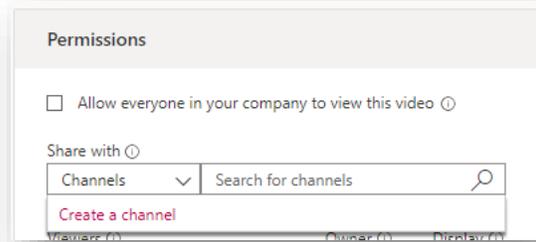


**NOTE:** This action only allows groups members to view the video, it does not add the video to the group. You can upload video files directly to a group, and they will only be shared with the members of the group. In the menu at the top of the page, click **My content**, and select **Groups**. Click the group tile and then click **Upload video**.

## SHARING WITH A CHANNEL.

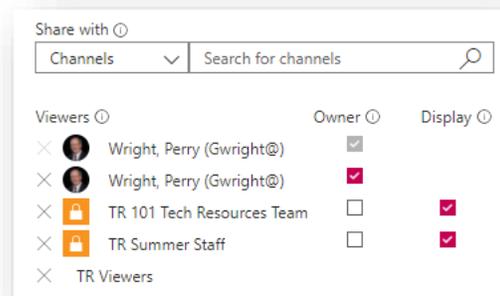
Stream channels are not the same as Teams channels. Stream channels permit you to organize your videos by topics or departments. Channels do not have any permission settings on their own. To share a video with a channel, you will need to create one and then share the video with the channel using the video's permissions panel.

1. Under **Share with**, in the Permissions panel, select **Channel**.
2. Click in the search box to reveal the **Create a channel** link.
3. Click **Create a channel**.
4. In the window that opens, enter a **Channel name** and a **Description** (optional).
5. Leave **Channel access** set to **Group channel**.
6. Under **Select group** enter the name of an Microsoft (Office) 365 group and press the **Enter** key, or click the magnifying glass to search for it. If you wish to add one of your teams from Microsoft Teams, enter the name of the team.
7. Click the name in the suggestion list to add it. Only one group can be selected.
8. Click **Create** to finish creating the channel.



Your channel now shows up in the Viewers list along with the group you selected. The **Display** check box is selected by default which means the video will show up on the corresponding Microsoft Stream group's page. If you do not want it displayed there, deselect the check box.

To see which videos are available in a channel, click **My content** in the top menu, and then choose **Channels**. Click the channel tile you wish to open.



Using a channel to share a video only allows group members to view the video, it does not add the video to the group.