How to Use Microsoft Stream to Edit and Share Videos

Step 1: Create or Upload Videos on Stream.

There are 3 options for creating or uploading videos: record a video directly in Stream, upload a video from Teams or Zoom, or upload a video to your MTSU OneDrive space.

- Create videos directly on Stream.

  **Note:** Stream recordings have a 15-minute time limit.

  - Stream can be accessed from the [Microsoft 365 portal site](https://portal.microsoft.com). (Log in with your MTSU credentials.)

- Upload videos within Teams or Zoom.

- Alternatively, upload videos to OneDrive.
Step 2: Click on the video, then navigate to Stream to edit your video.

- Click on Video Settings to make changes.
• Click on **Transcript and Captions** to generate closed captions.

![Screenshot of Transcript and Captions](image1)

• After the transcript has been generated, click on **Transcript** to review and click in the text to edit for any discrepancies. Click **Done** when finished.

![Screenshot of Transcript](image2)

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**Step 3: Manage access to and share your video.**

• Click on **Share** and then **Manage Access**.

![Screenshot of Share and Manage Access](image3)
• Click on the person icon (labeled **Grant Access**).

![Grant Access Icon]

• **Type Everyone except external users** to grant access to MTSU cohorts. Alternatively, you can type specific names if you only want certain individuals to access your video.

![Share Access]

• **Note: !** Deselect (uncheck) **Notify people** to prevent everyone at MTSU from receiving a notification.

![Notify People]

• **Click Grant access.**
Step 4: Embed your video into D2L.

• Click on Share and Embed Code.

• Enable Responsive mode to ensure the video adjusts to various screen sizes.

• Click Copy embed code and close.
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- Go to D2L and embed your video. There are 2 options.

Option 1:

- In a Content area, click **Video or Audio**.

- Paste the embed code, add the title to the video, and click **Save**.

Note: The message “We have attempted to display your video” is common and does not indicate an error.
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Option 2:

• In a Content area, click **Create a File**.

• Click the **Insert Stuff** icon.

• Choose **Enter Embed Code**, paste the embed code, add the title to the video, and click **Save**.

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**Final Step:** Test your video on D2L to ensure it plays correctly.