Microsoft Stream

What Is It?

Microsoft Stream is a new service which Microsoft has added into their Office365 Suite. It provides a way to share videos within institutions. Similar to how you can use OneDrive or SharePoint to give certain people access to certain files, Stream lets you create, share, like, and comment on videos that are trending within Susquehanna University. Videos are organized by "channel" so you can keep track of videos by the topic of the channel.

Channels and Groups

Channels and groups are two important terms to understand in the context of Microsoft Stream.

Groups are simpler to understand; a group is a group of users at Susquehanna University that is stored with its own identifying name. For example, all science professors might be stored in a group called Science Professors, which has subgroups Chemistry Professors, Biology Professors, etc. Students are stored in class groups (Class of 2020, Class of 2021, etc.) and might also be part of groups for extracurricular activities. There is no limit on how many groups one user can be a part of. Groups are created by IT on request (for student groups this must come from the faculty advisor). Groups can be public or private. Public groups can be joined by anyone within the organization without approval from the group's owner. Private groups are more heavily moderated by the owner and the activity of these groups are invisible to non-members.

Channels in Microsoft Stream are different than channels on YouTube or other streaming services. Each channel is run by the designated "owner(s)" of the group, who can control who can contribute to the channel. In this way a channel can have many contributors who are also the viewers. Additionally, groups can have multiple channels.

How Do I Access It?

Microsoft Stream can be accessed in three ways.

1. Access through your Office365 Portal.
   - On your Office365 home page, click the 3x3 square of dots in the upper left-hand corner.
   - Click All Apps.
   - Click on the Stream button with the red icon.

2. Access through stream.microsoft.com
   - Enter stream.microsoft.com in the address bar of your preferred browser.
   - Click Sign In and use your SU email and password.

3. Mobile access through the Microsoft Stream app
   - Microsoft Stream is available for iOS 11+
   - Microsoft Stream is available for Android 5.0+

What Can It Be Used For?

Microsoft Stream can be used to share content, ideas, and announcements between different people and groups at Susquehanna. A public group might create a channel that is visible to all members of Susquehanna University but can only be added to by owners of the group. In this way, they can make video announcements that are available for anyone to see without giving everyone access to the channel. However, if they also want a channel where anyone can use video to suggest ideas for the University they can create a second channel that anyone can contribute to and encourage students to share their ideas and experiences at and about the University.

More pressingly, professors can create private groups for each of their classes and upload videos of them lecturing or talking along with a PowerPoint presentation. Students can make comments at certain timestamps in the video to ask questions or give responses. Students can also upload videos to the private channel if the professor allows it to get peer feedback on presentations or upload videos personally which can be shared with just the professor if peer feedback is not desired.

Tutorials

Creating a Channel

1. From the Microsoft Stream home page, click on "Create" in the toolbar across the top, then click on "Channel" in the menu that opens.

2. In the "Create a channel" dialogue enter your channel name, description (optional), channel access, group, and custom channel image (optional).
    a. Channel access controls who can view your channel, but not who can contribute.
        i. Companywide channel makes your channel visible to all members of Susquehanna University.
        ii. Group channel makes your channel visible only to members of the group you specify.
3. Your channel is now created. Before uploading videos, you will have to read and accept Susquehanna's policy on data collection.
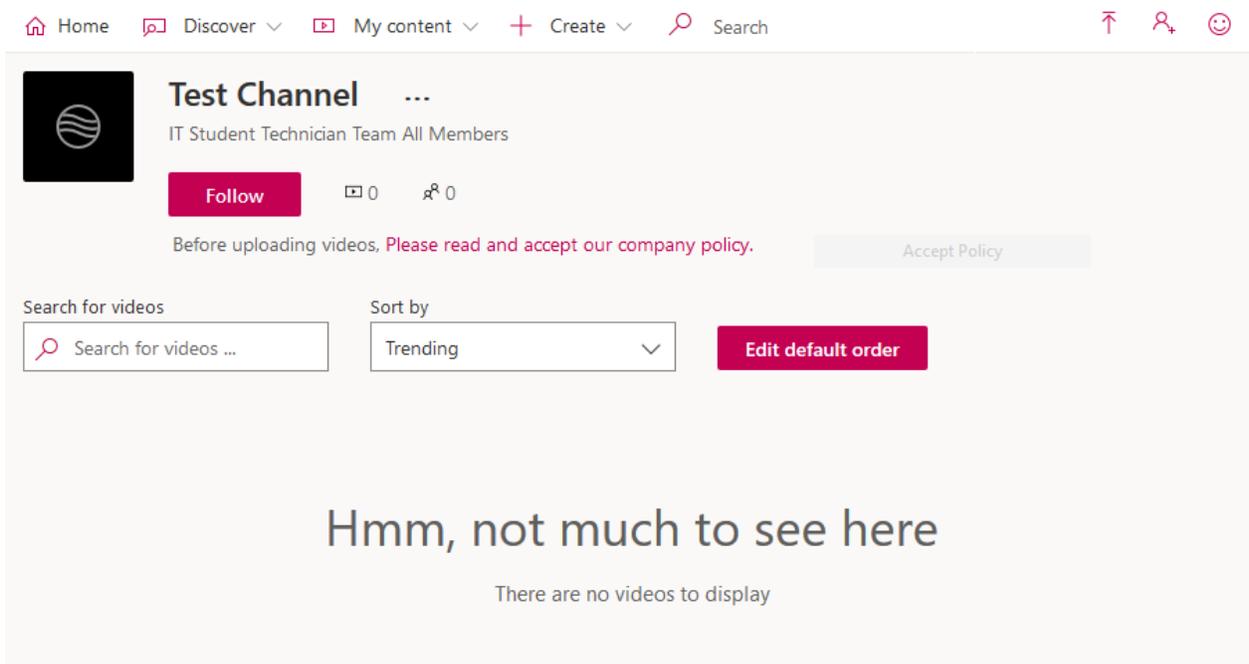
Uploading a video to a channel

1. Open the page for the channel you want to upload to through searching or other means.

2. Drag files from a folder over the browser window to upload them, or click "select more files" to open a window where you can select one or multiple files to upload from your computer.
   a. Stream supports all commonly used video formats. A full list can be found in the appendix.
3. Follows steps 4 – 6 of Uploading a video personally below to set name, descriptions, access, and other options.
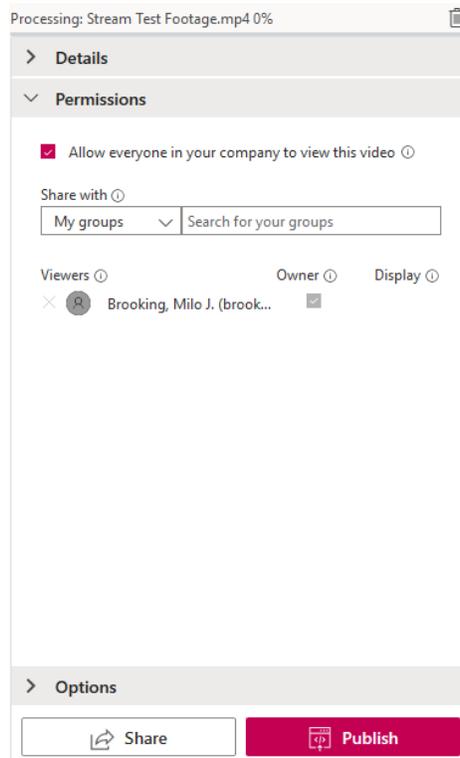
Uploading a video personally

1. From the Microsoft Stream home page, click on "Create" in the toolbar at the top, then click on "Upload video" from the menu that pops up.


2. Once the next screen loads, you can either drag files over the browser or click "browse" to upload videos, similar to uploading to a channel.
   a. Stream supports all commonly used video formats. A full list can be found in the appendix.
3. If desired, set the default language of the video so that captions can automatically be generated.
4. In the Details section you can set the name of the video, add a description, set a thumbnail, and change the language you previously selected.
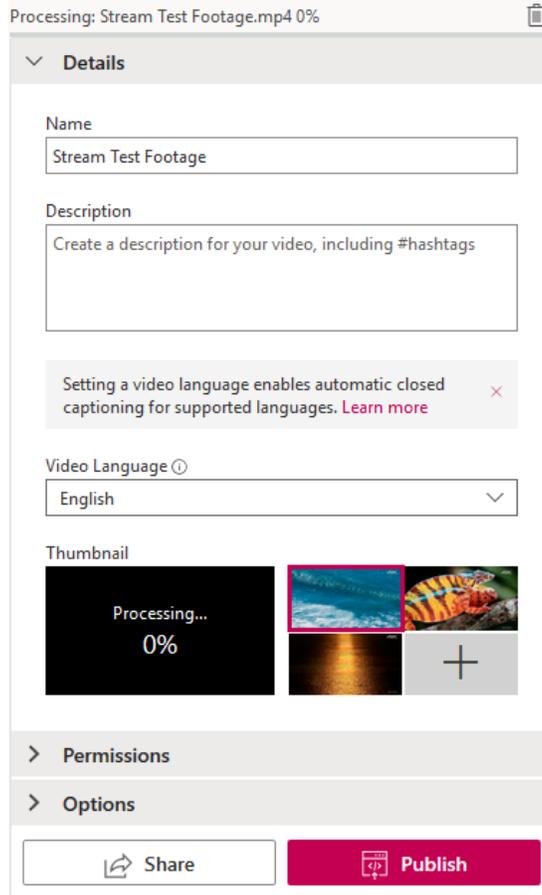
5. In the Permissions section you can change who can view your video. Checking "Allow everyone in your company to view this video" will let anyone in Susquehanna University find and view your video, even if it is not specifically shared with them. From the "Share with" section, you can share with any combination of groups, channels, and people.

6. In the Options section you can set more preferences for your video. People will create a timeline of when different people are in the video. Comments allows or disables commenting on your video. Captions and Subtitles let you autogenerate captions or upload a subtitle file.
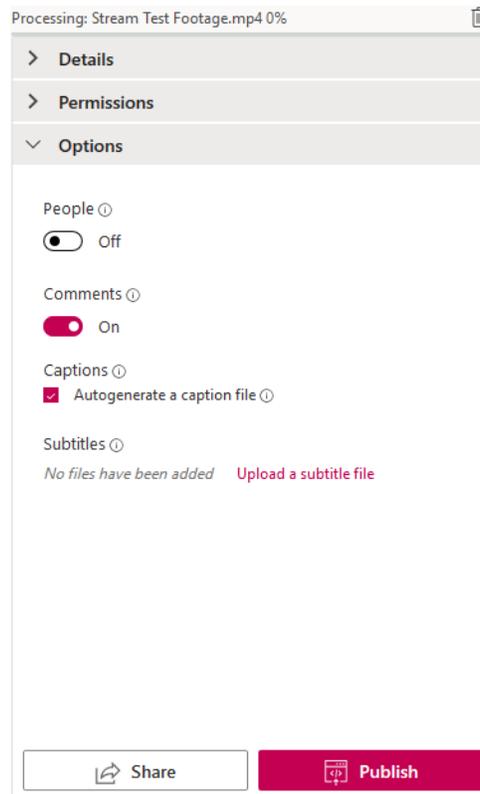
7. Click Publish!

Creating a live event

Live events can be used to broadcast meetings, lectures, presentations, announcements and more.

1. From the Microsoft Stream home page, click on "Create" in the toolbar at the top, then click on "Live event" from the menu that pops up.

2. In the "Event setup" page you can name your event, add a description, thumbnail, and set a time for the event.
   a. Events can be scheduled in advance (i.e., live video will start automatically at 2:30 PM today) or set to start as soon as the setup is completed.

3. The Permissions section for live events is the same as the Permissions section for videos you personally upload. You can decide whether to allow everyone in your company (Susquehanna) access to the video or only specific groups you decide on. See step 5 of Uploading a video personally above for more info and a screenshot.

4. The Options section for live events is almost the same as the Options section for videos you personally upload. You can control whether Stream will track people in the video, allow comments, or automatically generate captions. Additionally, you can decide whether Stream will record the broadcast for people to watch at a later date and set a custom message for the end of the event if desired. See step 6 of Uploading a video personally above for more info and a screenshot.

5. Press Publish to save your event or start your broadcast!

Sharing videos

1. From the Microsoft Stream home page, click on "My content" in the toolbar at the top of the screen, then "Videos" in the menu that pops up.

2. Find the video you want to share and click on the three dots at the far right, then on "Share".
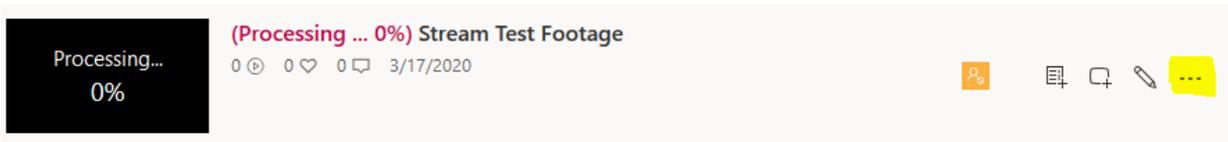
3. From here you can generate a link to share with peers within Susquehanna University. **IMPORTANT: This does not override the people/groups/channels specified as having access when the video was uploaded and it does not let people outside of Susquehanna University view it.** If you are the owner and want to change which groups have access to the video, click "Close" on this dialogue, click on the pencil icon next to the three dots, and follow step 5 of "Uploading a video personally" above.

Share   Embed

This video will only be viewable by authorized users

☐ Start at: 00:00

Direct link to video

https://web.microsoftstream.com/video/a657b59b-ae95-472a-98eb-b1c61c587897   **Copy**

4. The "Embed" option in sharing will not be used by the majority of users, but it gives you HTML to embed the video in your own webpage if you so desire.

General navigation from the homepage

The home page for Microsoft Stream The home page for Microsoft Stream shows trending videos and channels and the toolbar used for navigation.

Toolbar:

- Home – return to home page of Stream
- Discover
  - o Videos – shows current popular videos within Susquehanna University, and lets you search for specific videos
  - o Channels – shows channels in Susquehanna University and lets you search for specific channels
  - o People – lets you search for people within Susquehanna University. You can see videos they've uploaded and channels they're part of.
  - o Groups – shows all private groups you are a member of and all public groups in Susquehanna University. You can see how many channels and videos each group has.
- My content
  - o Videos – Shows all videos you have uploaded and gives options for customization on each of them.
  - o Groups – Shows all groups you are a member of and the number of channels and videos they each have.
  - o Channels – Shows all channels you are part of.
  - o Meetings – Shows all stored recording of meetings you were a part of.
  - o Watchlist – Shows all videos you have stored to your watchlist.
  - o Followed channels – Shows all channels you are following.
  - o Recycle bin – Shows all videos and drafts of videos you have recently deleted. They are stored here for 30 days and then deleted automatically.
- Create
  - o Upload video – Covered in "Uploading a video personally" above
  - o Live event – Covered in "Creating a live event" above
  - o Channel – Covered in "Creating a channel" above
- Search – A search bar to let you search for channels, videos, people, or groups. Brings you to the Discover tab after you search initially.

Appendix

Supported File Formats

- FLV (.flv)
- MXF (.mxf)
- GXF (.gxf)
- MPEG2-PS, MPEG2-TS, 3GP (.ts, .ps, .3gp, .3gpp, .mpg)
- Windows Media Video (WMV)/ASF (.wmv, .asf)
- AVI (.avi)

- MP4/ISMV (.mp4, .m4a, .m4v, .isma, .ismv)
- Microsoft Digital Video Recording (DVR-MS) (.dvr-ms)
- Matroska/WebM (.mkv)
- WAVE/WAV (.wav)
- QuickTime (.mov)