MS Teams Recording – Edit Video Details/Permissions
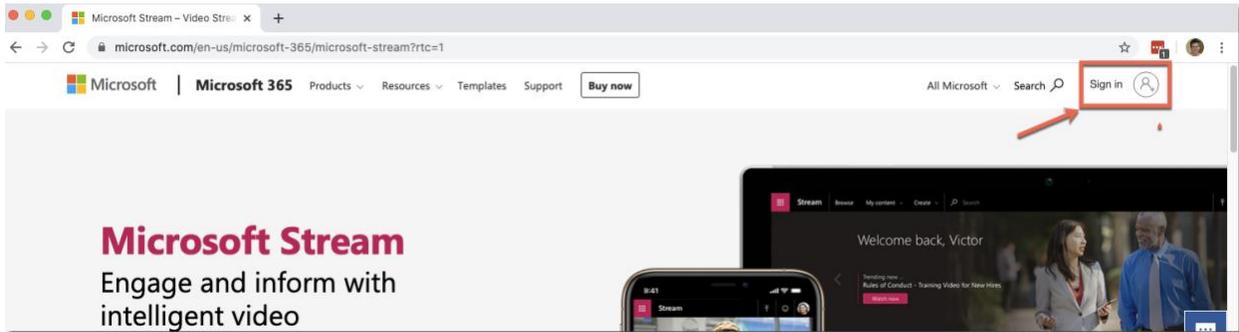
1. **Record** your meeting or presentation in MS Teams.
   a. Whoever clicks **Start Recording** is the **owner** of the video and is the only person who can edit the video details/permissions so that others may view it outside of MS Teams.
   b. Recordings are stored on the **MS Stream server**.
2. Click **Sign in** at https://www.microsoft.com/en-us/microsoft-365/microsoft-stream?rtc=1
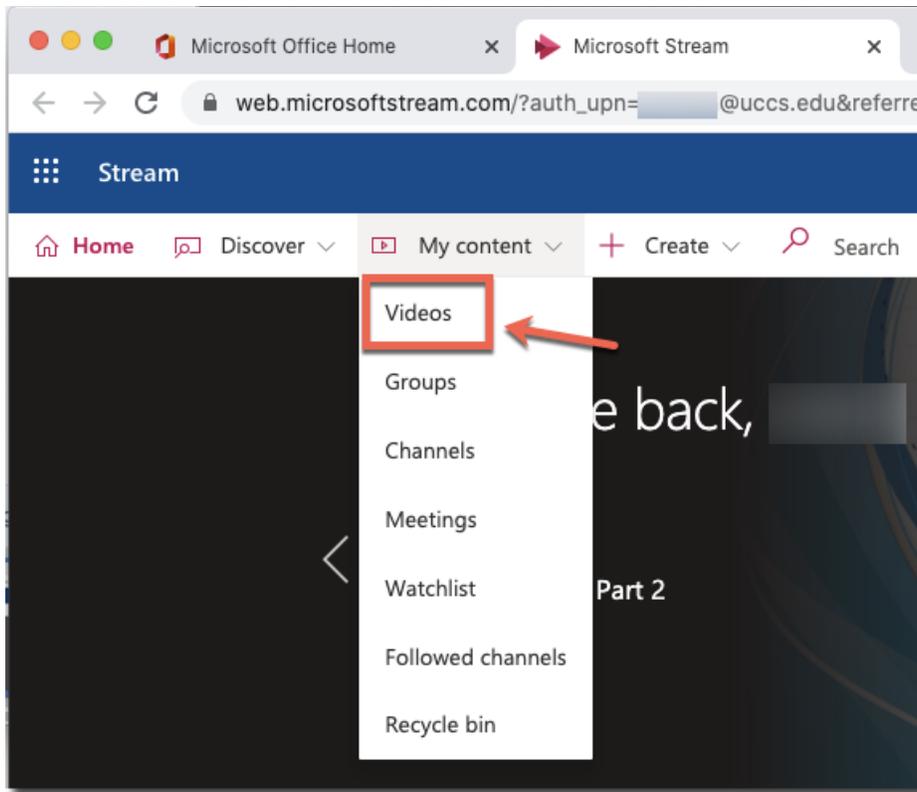

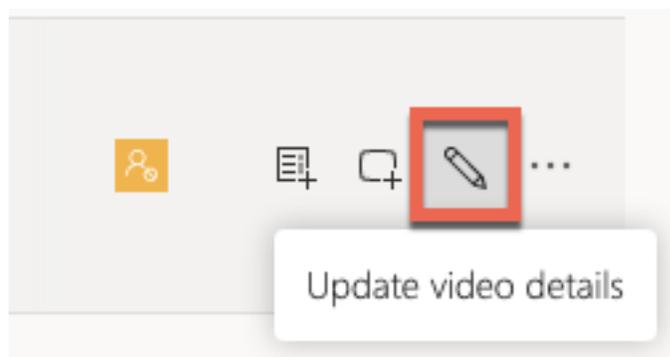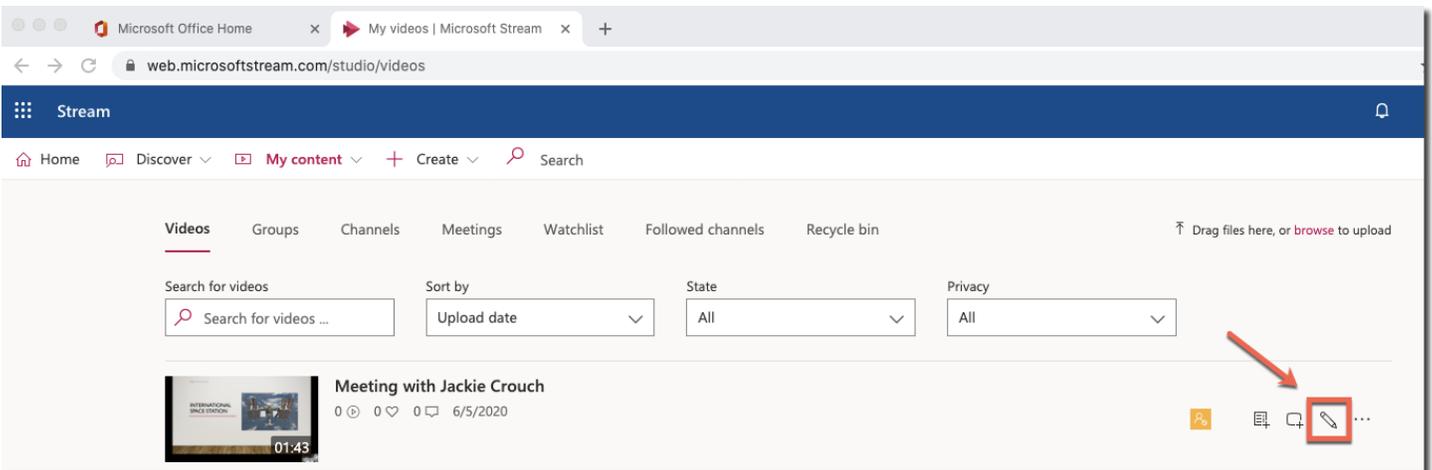3. Use your **UCCS e-mail address and password**.
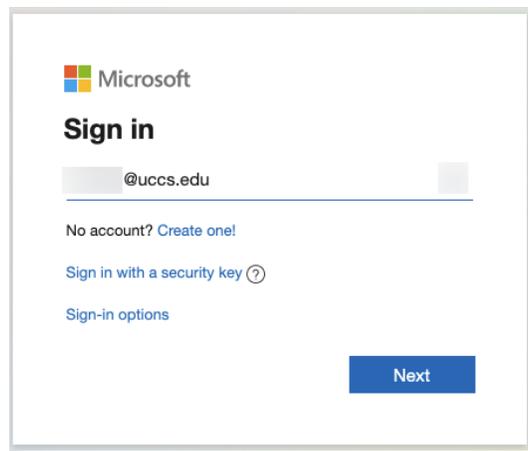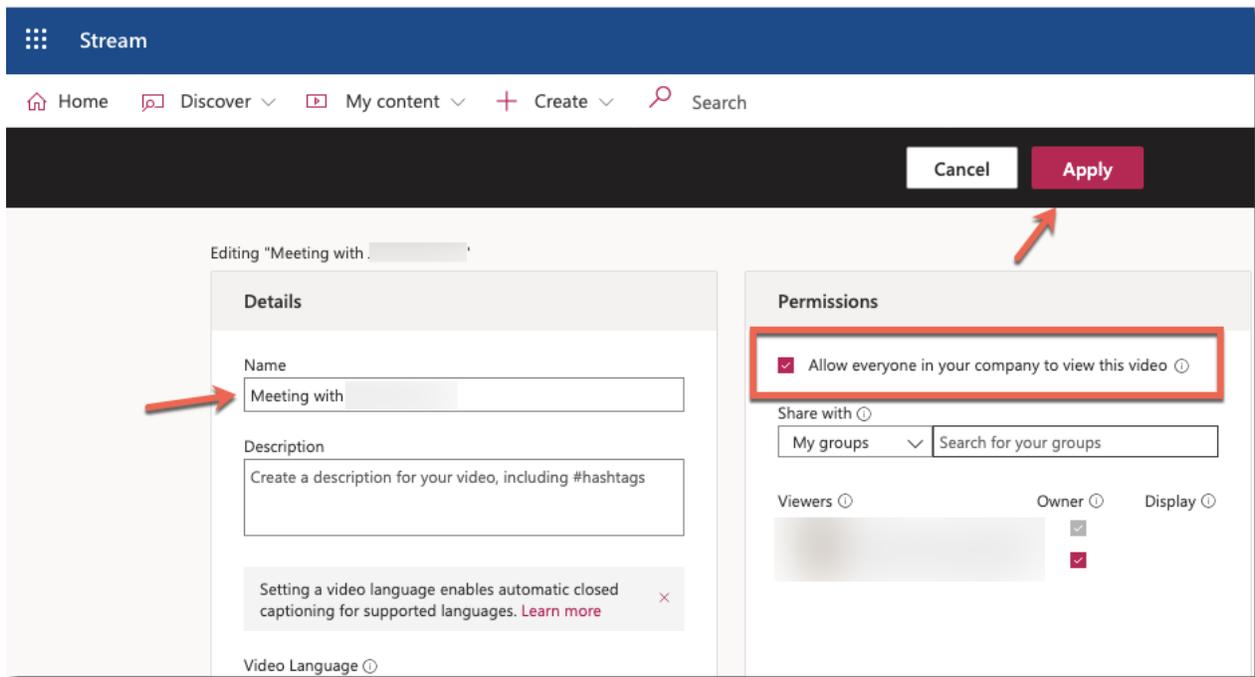

4. Click the **Stream** icon.
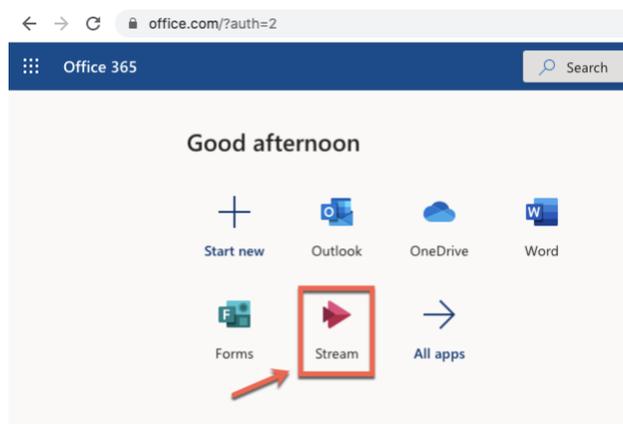
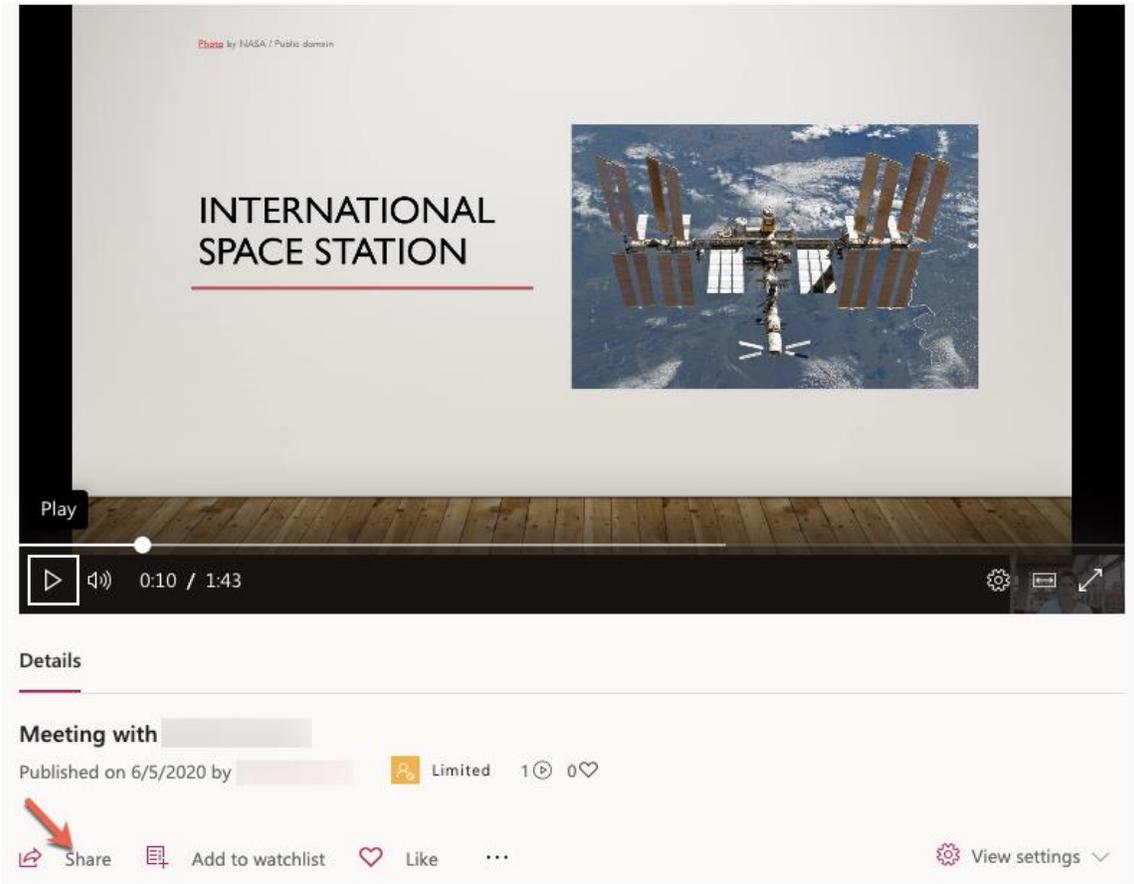5. Click **My Content** then click **Videos**.

6. Click the **Pencil** icon.

7. Edit the **Name** (if you'd like) and **check the box** to Allow everyone in your company…, then click **Apply** to save your changes.

8. Click **Share** in the lower left below your presentation.

9. The URL is revealed. Click **Copy** and you can now return to Canvas and **Paste** the link into the discussion or assignment as needed.

Share   Email   Embed

This video will only be viewable by authorized users

☐ Start at: 00:10

Direct link to video

https://web.microsoftstream.com/video/ca017c1d-b1df-486d-934b-31bfded721cd   Copy

Share with

y⩼