## 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.

Microsoft	
Sign in	
@uccs.edu	
No account? Create one!	
Sign in with a security key ⑦	
Sign-in options	
	Next

4. Click the **Stream** icon.



5. Click **My Content** then click **Videos**.



6. Click the Pencil icon.

Microsoft Office Home x hyvideos   Microsoft Stream x +	
$\leftarrow$ $\rightarrow$ C $\cong$ web.microsoftstream.com/studio/videos	
::: Stream	٩
$_{ m O}$ Home $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	
Videos       Groups       Channels       Meetings       Watchlist       Followed channels         Search for videos       Sort by       State         Search for videos       Upload date       All	Recycle bin  Privacy All
0 ⊙ 0 ♡ 0 □ 6/5/2020 01:43	8 E C 🔪 ···



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.

::: Stream		
යි Home	er $\sim$ ID My content $\sim$ + Create $\sim$ $\sim$ Search	h
		Cancel Apply
Editi	ing "Meeting with .	1
	Details	Permissions
	Name Meeting with	Allow everyone in your company to view this video ①
		Share with 🛈
	Description	My groups 🗸 Search for your groups
	Create a description for your video, including #hashtags	Viewers ① Owner ② Display ③
	Setting a video language enables automatic closed $$\times$$ captioning for supported languages. Learn more	
	Video Language 🛈	

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 vide	o will only b	e viewable by authorized users	
Start at	e 00:10	]	
Direct link t	to video		 
https://we	b.microsoftstre	am.com/video/ca017c1d-b1df-486d-934b-31bfded721cd	Сору
hare with			
Y≑			