Microsoft Stream

Microsoft Stream is an Enterprise Video service where people in your organization can upload, view, and share videos securely. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration.

1. Login to https://web.microsoftstream.com/ with LUMS email id and password.

2. In order to share videos with desired audience, make new Group.
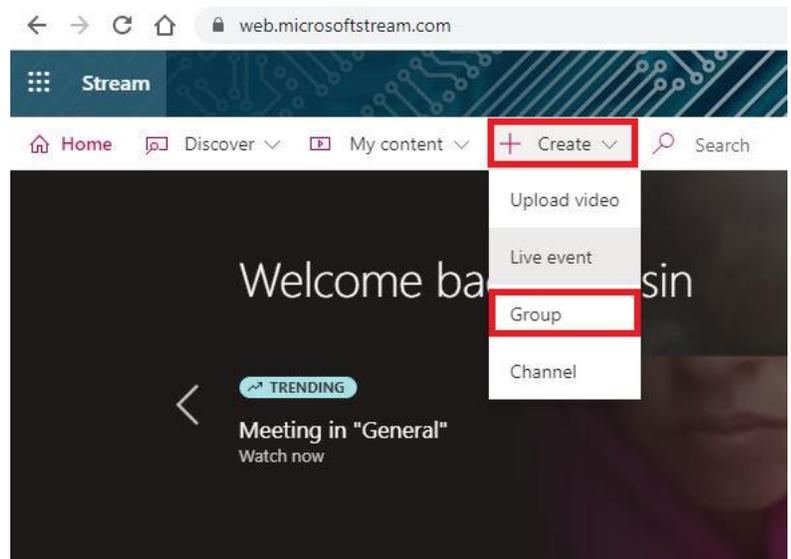
3. Create a Group.

   a. Choose the suitable Group Name. Group Description is optional.

   b. Access (**Private group** or **Public group**).

   c. Add group members, search the user within the organization to be part of Stream Group.

4. Click on My Content and then Groups, all Groups you have created or being member will be shown.
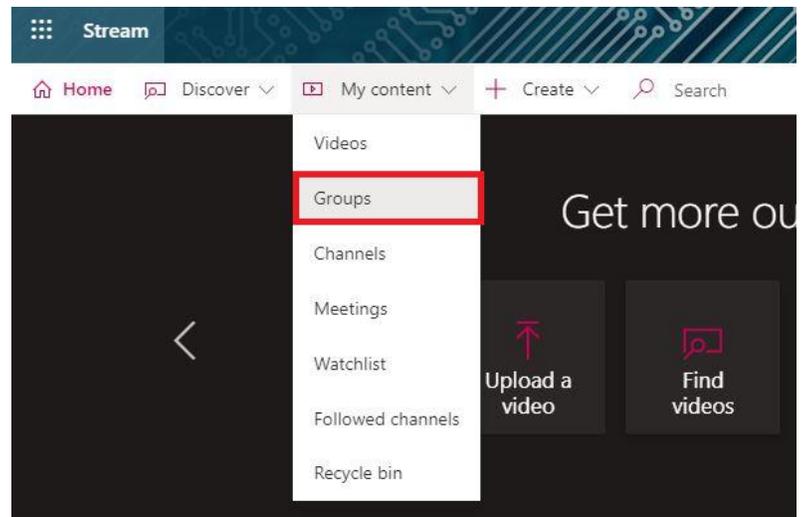
5. While on desired Group, scroll down to find the options.

Click on Upload video and browse to select the desired video to get published.

When video will be successfully get published an email notification from Microsoft Stream will be sent to uploader.
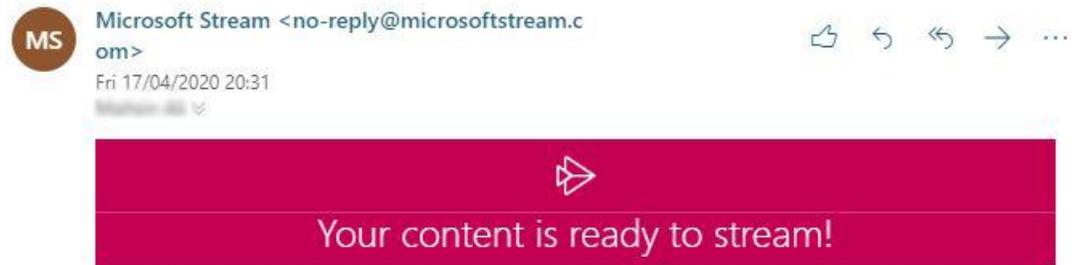
If uploaded video's language is English, it will be auto transcript which can be used for jump to within the video purpose.

6. On the right pan where the video is played there is Interactivity option.
   - Form can be designed in Microsoft Forms and link can be pasted by clicking on "Add Form" to make the video interactive for audience.
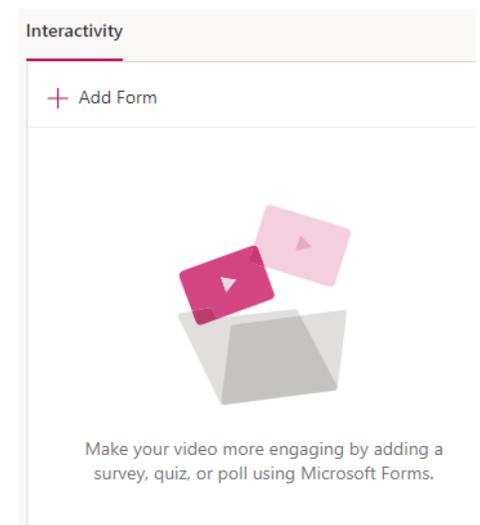
7. Click on Videos to see all available videos in the Group.

Highlights   **Videos**   Channels   Membership
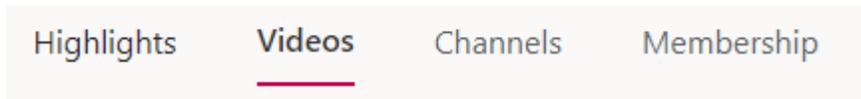
8. In order to edit the Members of the Group after group has been created, (to remove or add the members)

Highlights	Videos	Channels	**Membership**		Add member
Name		**Email**		**Role**	
[image]		mohsin.ali@lums.edu.pk		Owner ∨	✕
[image]		alibhaiben@lums.edu.pk		Member ∨	✕
[image]		elearning@lums.edu.pk		Member ∨	✕
[image]		bilal.azam@lums.edu.pk		Member ∨	✕
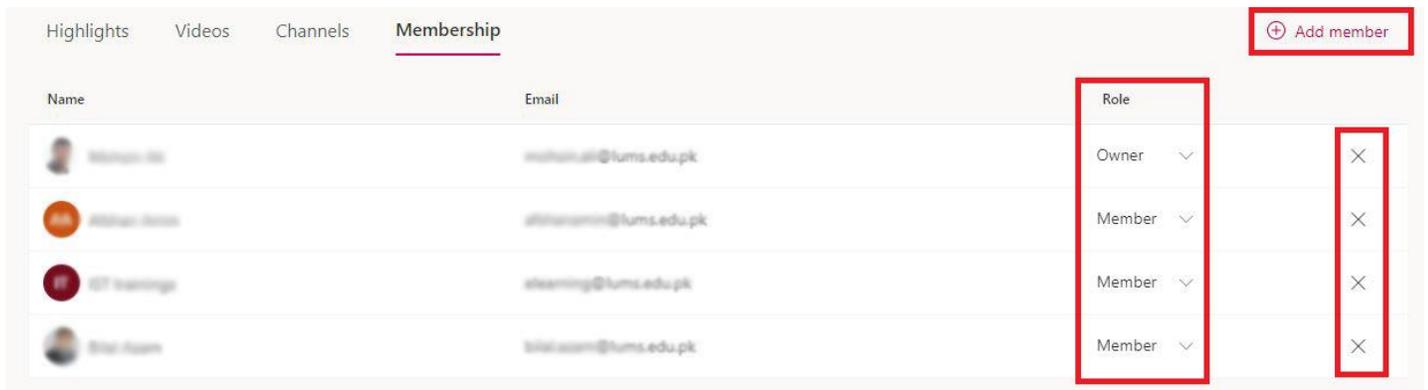
a. Role can be changed of any member, "Member to Owner".

b. By clicking on " **X** " any member can be removed by Owner.

c. By clicking on "Add member" new member within the organization can be added.