Get started with Microsoft Stream

What is Microsoft Stream?

Microsoft Stream is a secure video service so you can manage who views your video content and determine how widely to share within your organization.

Microsoft Stream also helps you organize content into channels and groups so it's easier to find. Microsoft Stream works well with other Office 365 apps like Teams, SharePoint, OneNote, and Yammer, giving even more ways to discover more relevant content.

Getting to Stream

Open the Microsoft 365 App launcher ⠿ , select All apps, and then select Stream, or go to stream.microsoft.com and sign in with your CGU credentials.

Channel vs Group

Once logged in Stream automatically gives you a channel to upload to. You could also create additional channels and groups.

Groups in Stream are built on top of Microsoft 365 Groups. When you make a group in Stream, it creates a new Microsoft 365 Group that can be used across Microsoft 365, giving the group an email address, calendar, site, etc. If you already use Microsoft 365 Groups in your organization from Microsoft Teams, SharePoint, Yammer, Planner, etc, you can start using those groups in Stream right away.

Channels are an organization method for videos, but not a permission method. Channels don't have any permissions on their own.

Start uploading videos

To upload from Videos page:

1. In the Microsoft Stream portal, select My content > Videos from the top navigation bar
2. Drag and drop or select files from your computer or device

Upload directly to a group or channel
To upload to a group:

1. In the Microsoft Stream website, navigate to a group that you can contribute to
2. Select the Upload video button on the group's navigation bar or drag and drop videos when on the group's Highlights or Videos tab

To upload to a channel:

3. In the Microsoft Stream website, navigate to a channel that you can contribute to
4. Click Select more files or drag and drop videos directly to the channel page

Edit metadata

While your video is uploading and processing, you can fill out metadata for the video to make it easier to find.

Details

Title & Description
Fill out the title and description for your video to give your viewers context for the video. In the description field, you can add the following to make your video more interactive:

- Time codes (H:MM:SS) - You can build an interactive table of contents for the video by typing in the time codes of interesting points in the video. Viewers will be able to click on these time codes to jump to that point of the video.

- #Hashtags - Add #hashtags to your video description as a lightweight community way to group similar videos together. Viewers will be able to click on the #hashtags and see other videos with the same tag.
- Links - Paste in a web address in the description and viewers will be able to click the link to open your address in a new page when viewing the video.

 Note

The title is limited to 100 characters. The description is limited to 4,000 characters.

Thumbnails

Automatic thumbnails are generated for the video after it's uploaded. When the frames from the video are generated, choose one to represent your video or upload your own custom image.

Permissions

In the permissions section, you can control who can see your video, who can own and edit it, and which groups and channels it's displayed in.

Allow everyone in your company to view this video
When checked everyone in your organization can see the video and is able to add it to their groups and channels. This, in effect, makes your video available for viewing companywide. To be able to add a video to a companywide channel, this check box must be checked.

When not checked, your video will only be viewable by those people and groups you've made viewers.

Shared with
Use the Shared with drop down to narrow your search scope and pick who you want to share your video with.

- Groups - search scope to add your video to a group that you can contribute to.
- Channels - search scope to add your video to a channel directly, including companywide channels.
- People - search scope to grant permission to individual people, AD Security Groups, and/or Microsoft 365 Groups that you don't have contribute rights to.

Any person or group added will automatically be granted view permission to your video. If you want any of these Viewers to also be able to update your video, check the box next to their entry in the Owner column to upgrade their permission.

The Display check box shows up for groups where you are a contributor. This controls if the video shows up in the group's pages in Stream. If it's not checked it means that the group has access if you send them a link or they found the video in search, but it won't show up on their group's pages directly.

Publish and playback

Once your video has been uploaded, and you are done setting up your video, you can press the Publish now button at the bottom of the upload card. This will make the video available to those you've shared it with as soon as it's done processing. Press the title of the video on the top of the upload card to see the playback page for the video.

To modify anything about the video after you've published it, go to My content > Videos > More menu ••• > Edit.

Processing time is based on the length and resolution of your video. You won't be able to play the video until it's done processing.