Tutorial on how to use the app Stream for uploading and sharing videos

Part of the Office 365 package UCT has licensed is also the app Stream, which enables you to upload and share videos of any length. By default, they are shared only with UCT members, but can also be shared via direct link outside UCT. The videos can also be directly posted to your Teams or e-learning pages.

Login works the same as with other Microsoft apps, simply use your UCT short e-mail address and UCT password at https://web.microsoftstream.com

Recorded videoconferences from Teams are automatically saved here.

After logging in you can upload a video by clicking on the „Upload a video“. For clarity you can also create „Channels“ and sort your videos into them.

After clicking on the „Upload a video“ your windows explorer will open where you can find the video stored on your PC. After choosing the video file an upload will start. In the form which opens you can track the upload progress and also fill in the video name and description. Choose the language of your video (english chosen by default).
By clicking on the tab „Permissions“ you can set who will be able to see your video and who it will be shared with. By default, the video is visible to all UCT people. You can add people or groups (for example your Team) where the video will be shared specifically.

In the „Options“ leave the default settings.
When the video is finished uploading the button „Publish“ will turn purple. After you click the video will be saved. It will not be displayed publicly immediately, because the server needs some time to process it internally. You can track the progress if you click on „My content“ and „Videos“.