



## Microsoft Stream

MS Stream is available to you with our **Office 365 subscription**. It is not a video creation tool. Recordings in Teams are automatically saved to Stream. It has a user interface similar to YouTube, which allows you to edit automatic captions.

### Notes:

- Due to storage limitations, Stream is only to be used as a **temporary** repository. This guide will walk you through how to download your recordings (along with any related caption files) and upload them to **Panopto**. Then, delete the videos from Stream.
- The **mobile app version** of MS Stream allows for direct recording of videos, as well as annotation during recording.

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## Tutorial Video

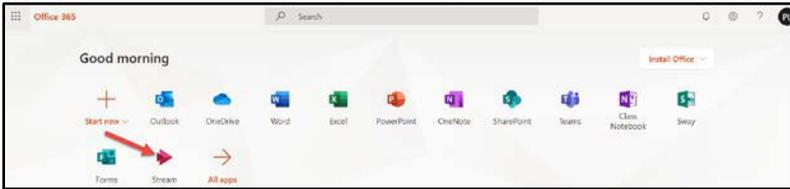
### [How to Caption Videos on Microsoft Stream](#)

## Access MS Stream

1. Log in to **MAVZone**.
2. In **Applications**, go to **Office 365**.



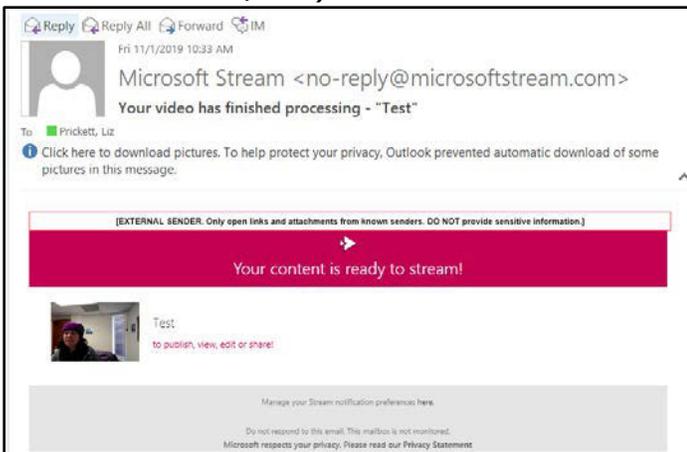
3. Select **Stream** from your apps.



Note: Microsoft offers a [mobile app for Stream](#). You'll use your MAVzone credentials to log in. Videos may be downloaded for offline viewing in the app.

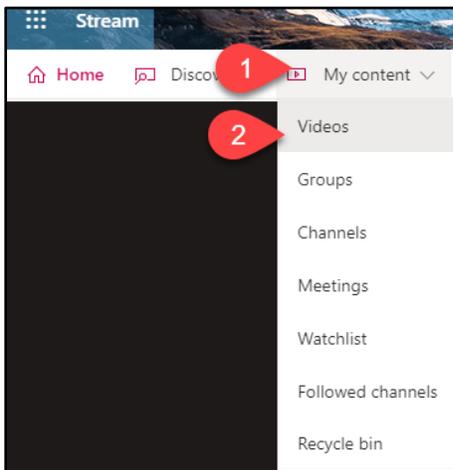
## Video Details, Permissions, and Options

If you've recorded a meeting in **Teams**, it will automatically be saved to Stream. Depending on the length of your video, it may take a longer time to process. You will need to wait to publish your video until after it has processed. You will receive an **email** from **MS Stream** when your video has finished processing. (The email provides a link to **Manage your Stream notification preferences**. This allows you to turn the email notifications on/off.)

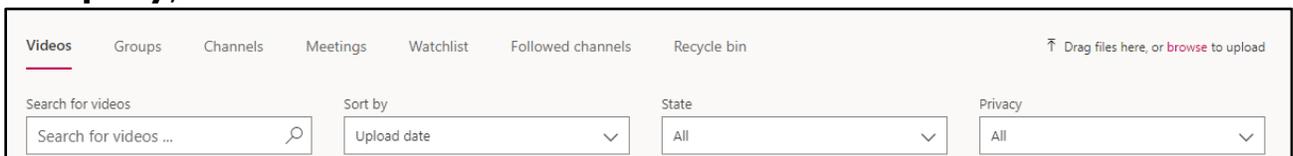


**Note about Teams meetings:** The participants in a Teams recording will automatically have **viewing** access to the recording in Stream. If the owner sets up a **scheduled** meeting, all **invitees** will automatically have viewing access, even if they did not participate in the meeting. The **owner** of a **Teams** meeting will have **sharing** and **editing** permissions. If you are the owner of a Teams recording in Stream, be sure to abide by any applicable **privacy** (such as FERPA) expectations before adding any additional viewing or editing permissions in Stream or when you move the video to Panopto and assign permissions there.

1. Once in Stream, click on **My Content** and use the dropdown menu to select **Videos**.



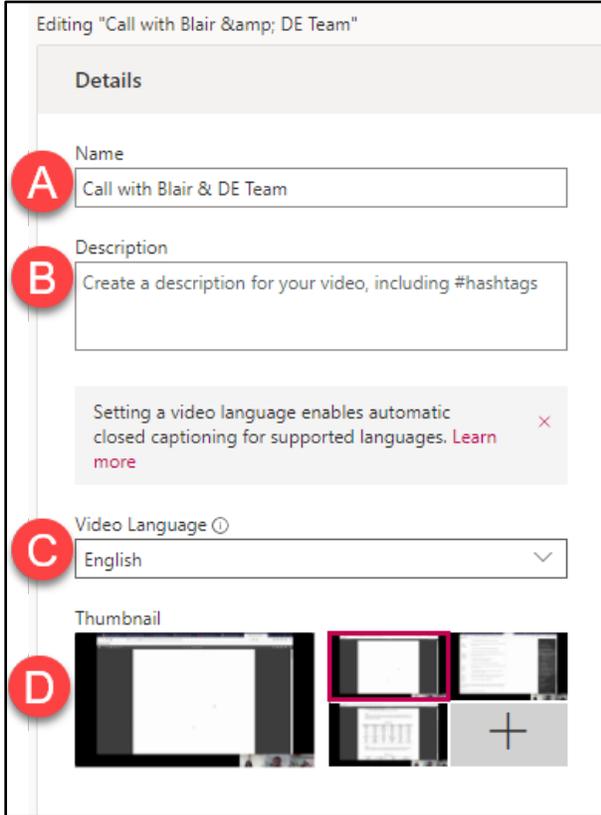
2. Find your video. You may **search** for your video by key terms you used in the **Name** or **Description**. You may sort by **Name**, **Relevance**, **Upload Date** (default option), **Views**, or **Likes**. You may filter by **State: All** (default option), **Draft**, or **Published**. You may also filter by **Privacy: All** (default option), **Company**, or **Limited**.



3. Once you've found your video, click the Update video details (pencil icon) option.



4. You will be prompted to add **Details**, **Permissions**, and **Options** to your video. In the **Details** area:



Editing "Call with Blair & DE Team"

**Details**

Name  
Call with Blair & DE Team

Description  
Create a description for your video, including #hashtags

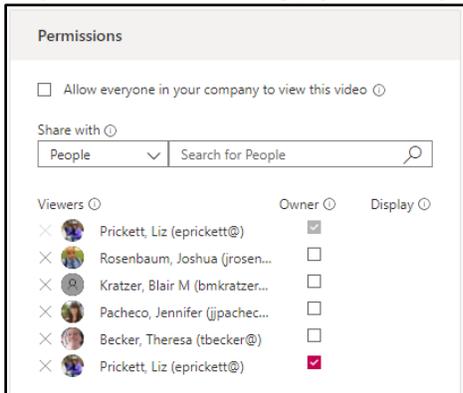
Setting a video language enables automatic closed captioning for supported languages. [Learn more](#) ×

Video Language ⓘ  
English

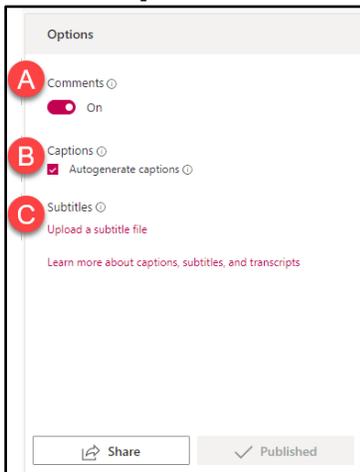
Thumbnail  
[Thumbnail selection area with a plus icon]

- a. Add a **Name**. (The Name and Description are both helpful for keyword searches later.)
- b. Add a brief **Description**.
- c. Set the **Video Language**. (Setting a video language enables automatic closed captioning for supported languages. This is important for the captioning process.)
- d. Select a **Thumbnail** (This is the still image displayed when your video has not yet been played. Microsoft provides a few options from your video. If you click the plus + icon, you also have the option to upload an image from your computer.)

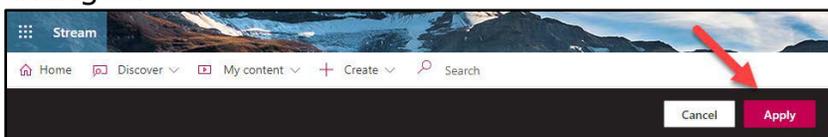
5. In the **Permissions** area, you'll see who has owner and viewer access to your video. Do **NOT** check **Allow everyone in your company to view this video**. Everyone can also add your video to their groups and channels if this checkbox is checked. If you need someone in your viewer list to have owner access (to edit or caption the video), you may check the owner box by their name.



6. In the **Options** area:



- a. **Comments:** This option is **On** by default. It allows anyone who can watch the video to comment on it. You may toggle it to **Off**, unless you want viewers to comment.
  - b. **Captions:** This option is check marked by default. It allows an **autogenerated caption file. Leave this checked.** The automatic captions may be edited later.
  - c. **Subtitles:** This option allows you to upload a subtitle file if you already have one.
7. Once you're finished, be sure to click the **Apply** button to save your desired changes.



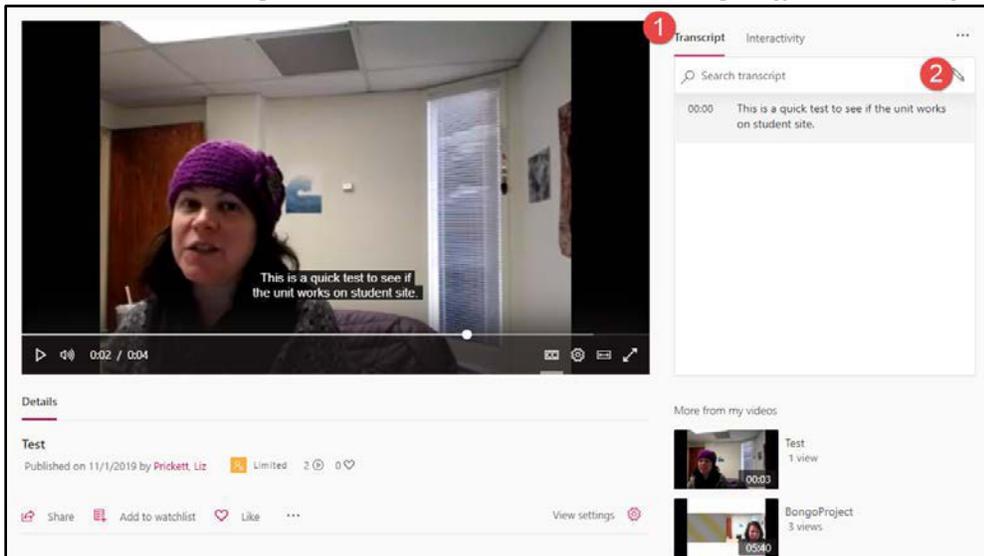
## Caption a Video

If you didn't uncheck the **Autogenerate a caption file option**, your video should already have automatic captions. MS Stream provides two features: closed captions and an interactive, scrolling transcript. The user interface is very similar to YouTube. The automatic results are fairly accurate (depending on your recording quality, pacing, enunciation, etc.) and, unlike some automated captions, include capitalization and punctuation. However, you still need to review them for accuracy when it comes to wording as well as formatting.

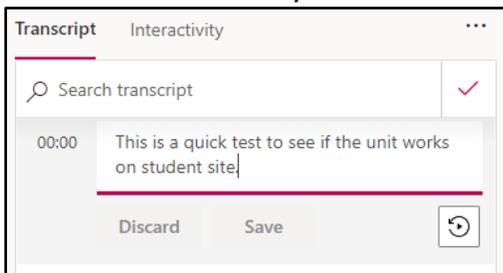
**Note:** Since you'll be moving the video to Panopto, you may decide to edit the captions in Panopto. If this is the case, you may skip the caption editing in Stream and then use our [Panopto captioning guide](#) once you've uploaded the video in Panopto.

To **edit** the transcript:

1. Navigate to your video and view it.
2. In the **Transcript** tab click on **Edit transcript** (pencil icon).



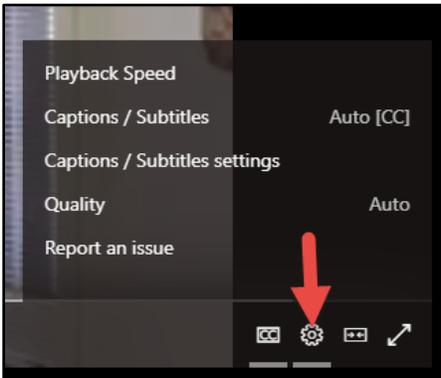
3. Edit the spelling, wording, capitalization, punctuation, etc. as needed at each time stamp. You may use **Replay this video segment** (replay icon) to assist you. **Discard** or **Save** your edits.



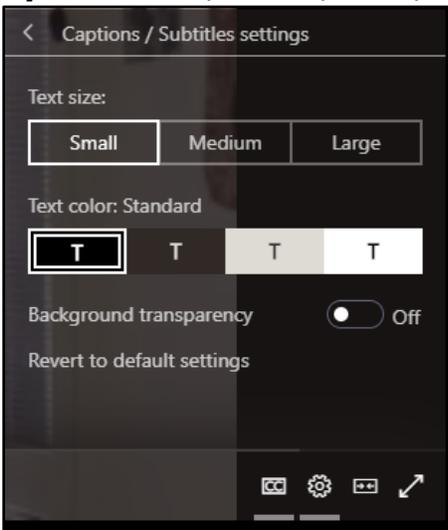
- To view your captions on the video, be sure that the **CC** button is set to On. (It will have a bar under it when it's set to On.)



- Click on **Settings** (gear icon) to access additional options.



- Adjust the **Text size**, **Text color**, and **Background transparency** as needed for your personal viewing preference. Viewers may also adjust these same settings. For further customization, they also have the option to adjust the **Playback Speed**: 2.0x, 1.75x, 1.5x, 1.25x, 1.0x (default), or 0.5x.



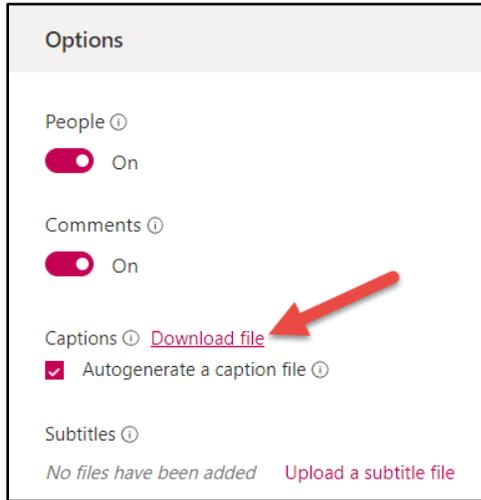
For more information, check out [Add subtitles or captions to your MS Stream video.](#)

## Download a Caption File

MS Stream allows you to download a **.vtt** file, which is compatible with Video Note.

- Go to **My Content** and select **Videos** from the dropdown menu.
- Navigate to the video and click **Update Video Details** (pencil icon).

3. In the **Options** area, find the **Captions** section and click on **Download file**.



4. Save the **.vtt** file to your computer. (**Note: Be sure to add .vtt at the end of the file name.**)

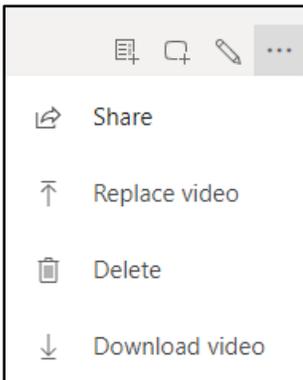
Note: If you wish to use the caption file with a video application that requires another format (such as .srt), use 3Play Media's free [Media Captions Format Converter](#).

If you need to make accessibility adjustments while viewing a video, check out [Microsoft Stream hot keys and accessibility](#).

## Download and Delete Your Video

Due to storage limitations, Stream is only to be used as a **temporary** repository. You are strongly encouraged to download your recordings (along with any related caption files) and upload them to **Panopto**. Then, delete the videos from Stream.

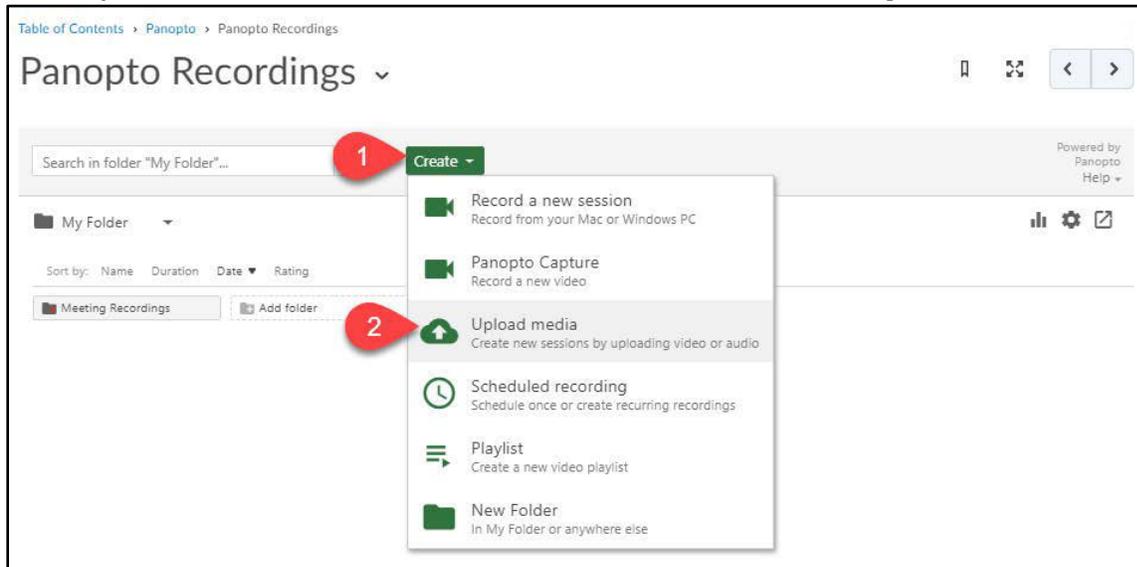
You'll access the Download and Delete options by navigating to your video and clicking the **More actions** (3 dot icon). You have the options to: **Share**, **Replace video**, **Delete**, or **Download video**. (These options are also available in the Update video details interface but these take you directly to each option.)



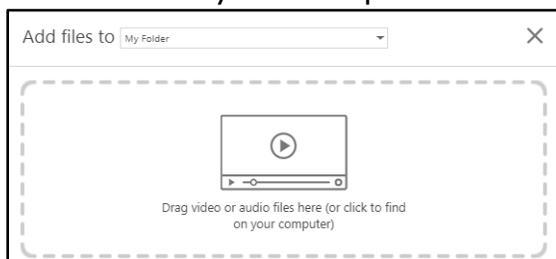
**Delete** sends the video to the recycle bin, and removes it from anywhere it's published.

## Upload Your Video to Panopto

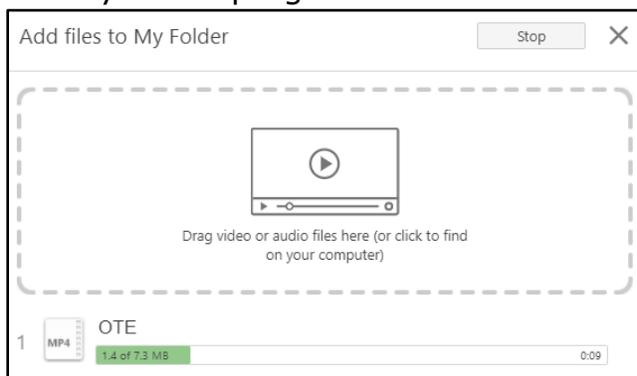
1. In **Panopto**, navigate to the **folder** in which you'd like to add your file. (You may also create a new folder.)
2. Once you're in the folder, click on **Create** and select **Upload media**.



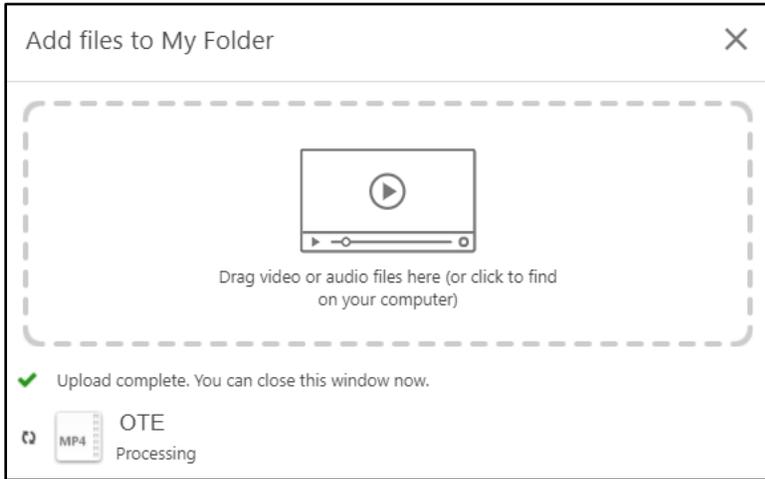
3. In **Add files to**, drag and drop your video file or click on the video icon to select the file from your computer.



4. Depending on the length of your video, it may take a while to upload. Panopto will show you the progress.

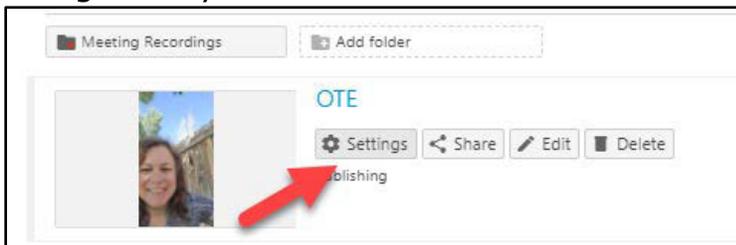


5. Once the upload is complete, you may close the window.

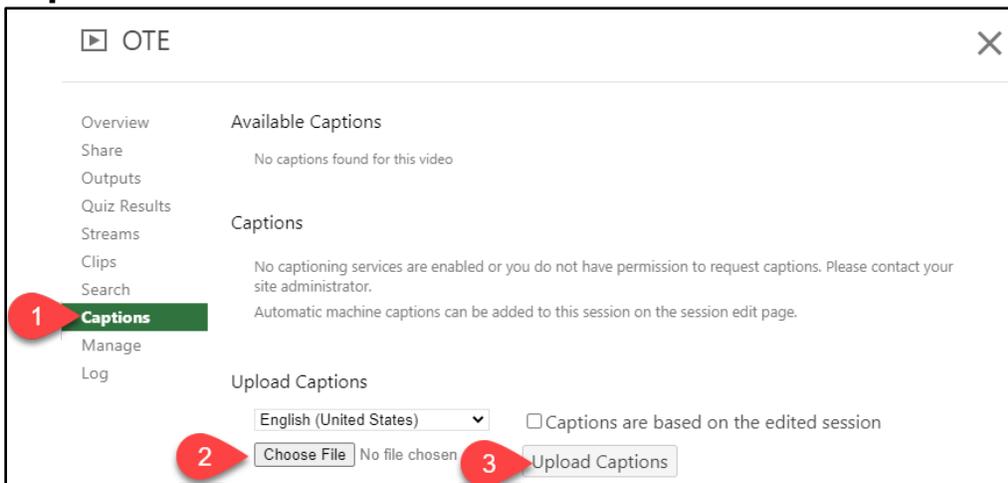


## Add Your Captions File

1. Navigate to your video and click on the **Settings** (gear icon) option.



2. In **Settings**, click on the **Captions** option. Then, **Choose File** (navigate to the captions file you downloaded from Stream and select it). Then, click the **Upload Captions** button.

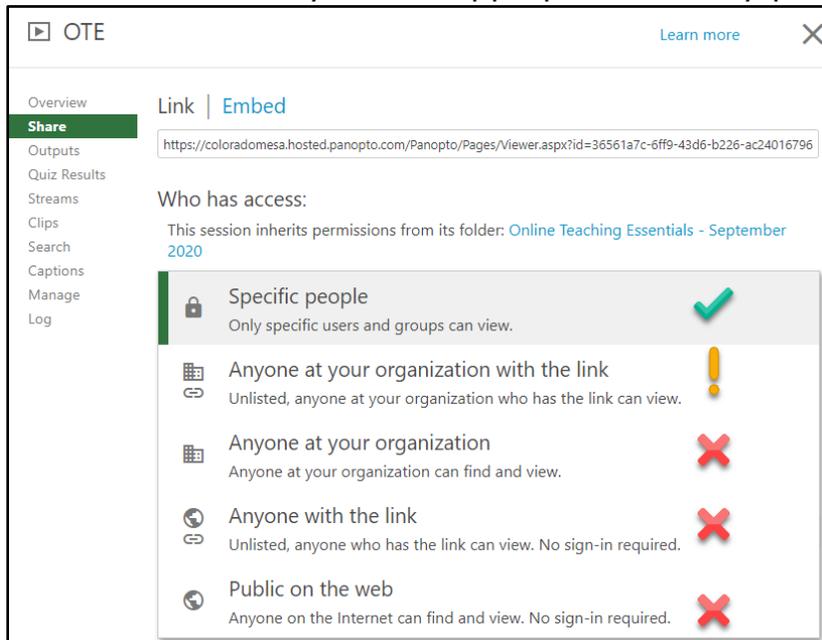


If you did not have a captions file or need to edit the captions, check out our [Captioning Panopto Recordings](#) guide.

## Share Your Video

Viewing permissions from Stream are not carried over with the video. Thus, once your video is moved to Panopto, you'll need to assign sharing permissions as needed. Be sure to abide by any applicable **privacy** (such as FERPA) expectations when assigning viewing permissions in Panopto.

1. In **Settings**, click on the **Share** option.
2. In **Who has access**, you'll select **Specific people** (the default option). (In some instances, you may need to select Anyone at your organization with the link, but this would definitely not be appropriate for any personal or class meetings.)



3. If you're sharing a class meeting, you can add the video in your class folder and it will be available to the class for viewing. If it is not a class meeting, you can use the **Invite people** option to enter specific individuals.

