**Microsoft Stream How To**

1. As the meeting recording owner, go to the recording in the Teams chat history and select **More options**  then **Open in Microsoft Stream**.



1. Change the permissions for the video to allow groups or individuals to view it in Stream.
	1. **ONLY THE OWNER CAN DO THIS**
	2. In the Microsoft Stream portal, under the video, select   then **Update Video Details**.



* 1. In the **Permissions** section, add people or Microsoft 365 groups who need viewer or owner access to the video. **Here you can see who has access to view the video.**
	2. **Allow everyone in your company to view the video** is defaulted to NOT allow
	3. **IF** you would like everyone to see the video **tick the check box next to Allow everyone in your company to view the video**



* 1. Viewers can only view, they can share **HOWEVER** if the person they are sharing with does not have access to view the video they **WILL NOT SEE IT**. **They have to log in with their O365 credentials into OUR organization.**
	2. Viewers **DO NOT** have access to edit video details
	3. As an **owner** (person who reordered the video) you can make another person an owner.

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* 1. **Owners** can remove people, add people and change/edit details of video.

**Download transcript file**

1. **ONLY THE OWNER CAN DO THIS**
2. In the Microsoft Stream portal, under the video, select   then **Update Video Details**
3. On the right hand side of the screen under **Options** section there will be Captions > **Download a file**

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1. This is the transcript file

**Download or Delete Video**

1. **ONLY THE OWNER CAN DO THIS**
2. In the Microsoft Stream portal, under the video, select   then **Update Video Details**
3. On the right hand side of the screen above **Options** section you will be able to download, replace or delete video

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