

Training Guide

Microsoft 365 Stream



To book training or to speak to a trainer, please
get in touch via:

e training@imerseyside.nhs.uk

Disclaimer

Periodically changes to business processes or updates to systems or applications result in the update of training guides and materials. It is the responsibility of the delegate to check that they have the most up-to-date guides. All guides contain a Change Control table at the front which will detail when the document was updated. If you want to check if you have the correct version, please email training@imerseyside.nhs.uk

Change Control

Document Type			Document Title	
Training Guide			Microsoft Stream App	
Version	Date	Owner	Change	Purpose
V0.1	22 February 2021	Rebecca Lloyd-Wood	Creation	New Guide
V0.2	29 March 2021	Rachel Bertenshaw	Content updated and restructured	Quality
V0.3	23 September 2021	Jake Hopkins	Document template and content updated	Quality

Document Approval

Version	Date	Approver Name	Approver Job Title
V.1	02 March 2022	Rachel Bertenshaw	Digital Skills Manager

Hints and Tips





	This symbol suggests a tip or a good method of working for speed and efficiency
	This symbol suggests a caution or an action to be aware of
	This symbol indicates an Information Governance warning
	This symbol indicates hints and tips that support digital optimisation

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Microsoft Stream

Microsoft Stream is a video management service that allows users within the same organisation to upload, view and share videos securely. This guide will demonstrate how to access and use Microsoft Stream.

Access Stream

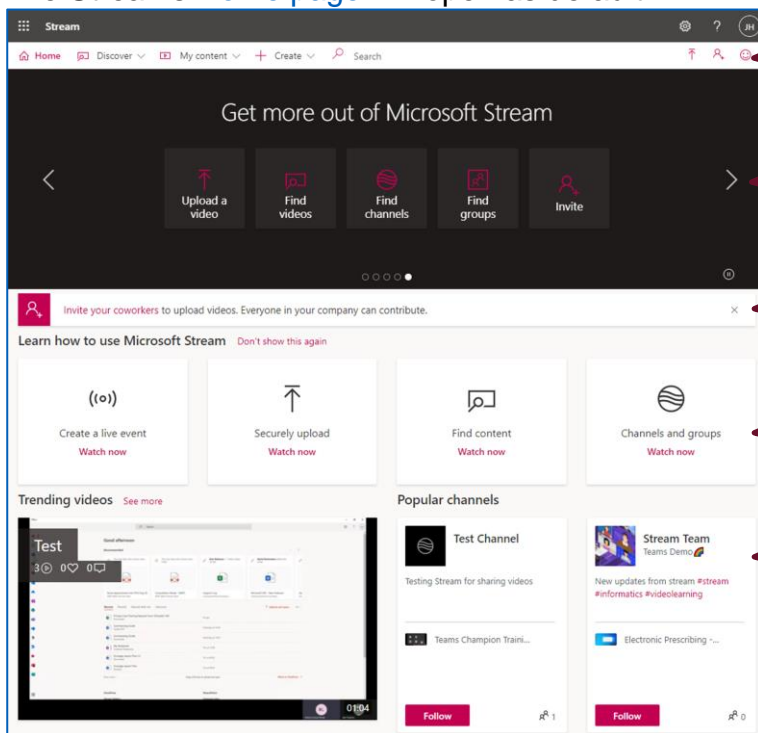
- Open web browser → navigate to <https://web.microsoftstream.com>



For best results use [Google Chrome](#) or [Microsoft Edge](#).

As Stream is part of Microsoft 365, users will may prompted to sign in with their [Microsoft Account](#). This allows the user to work more efficiently and collaboratively as Stream works seamlessly with other apps such as Teams and SharePoint.

The Streams [Home page](#) will open as default.



[Navigation Bar](#) can be used to access different sections within stream.

[Slideshow](#) will cycle through [Trending Videos](#) within the organisation.

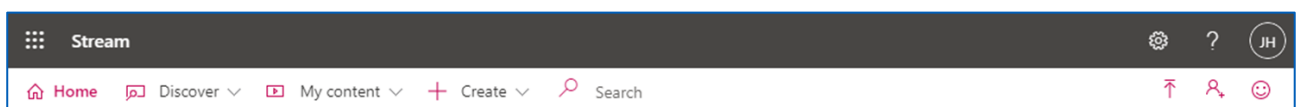
[Invite coworkers](#) to upload videos to Stream.

[Training Resources](#) on how to use Stream created by Microsoft.

[Trending Videos](#) and [Popular Channels](#) within the organisation.

Navigation Bar

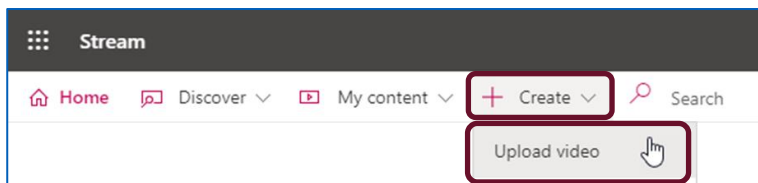
The [Navigation Bar](#) can be used to access different sections within stream.



- [Home](#) – Navigates users back to the home page.
- [Discover](#) – Browse for Videos, Channels, People and Groups.
- [My content](#) – Manages user's own content.
- [Create](#) – Upload Videos, Create Channels and Groups.
- [Search](#) – Search for content.

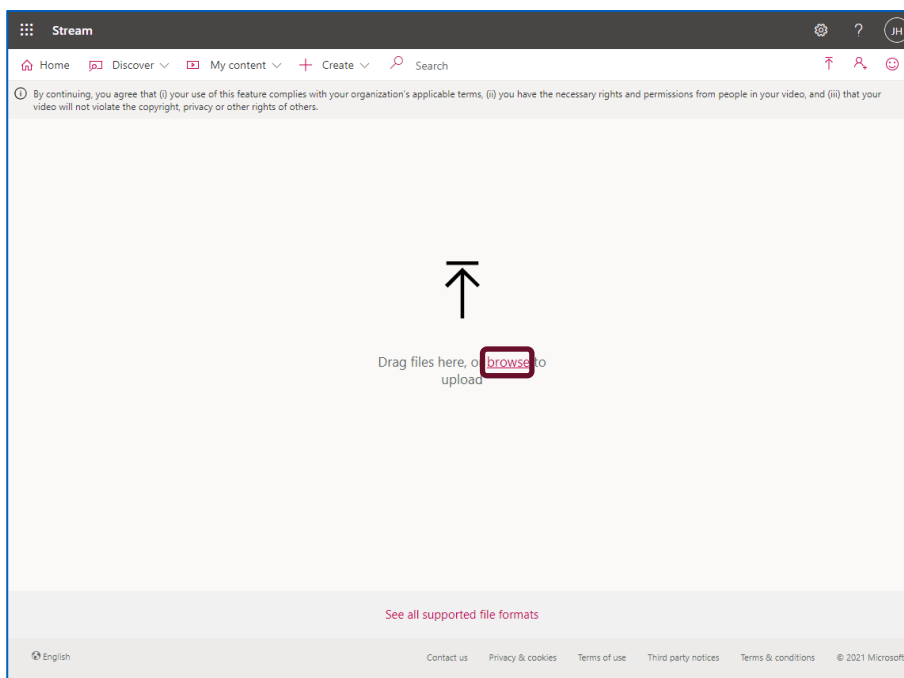
Upload Video

From the **Navigation bar** select **Create** → **Upload video**.

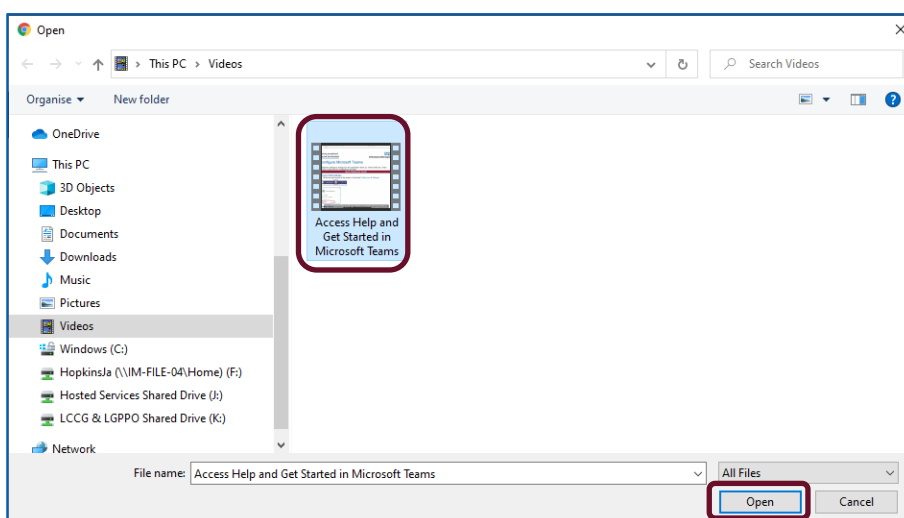


Ensure that all content that is uploaded complies with organisational policies, that the necessary rights and permissions from people in the videos are in place and that the videos will not violate the copyright, privacy, or rights of others.

- Either **Drag and drop** files or click **browse** and locate files to upload.

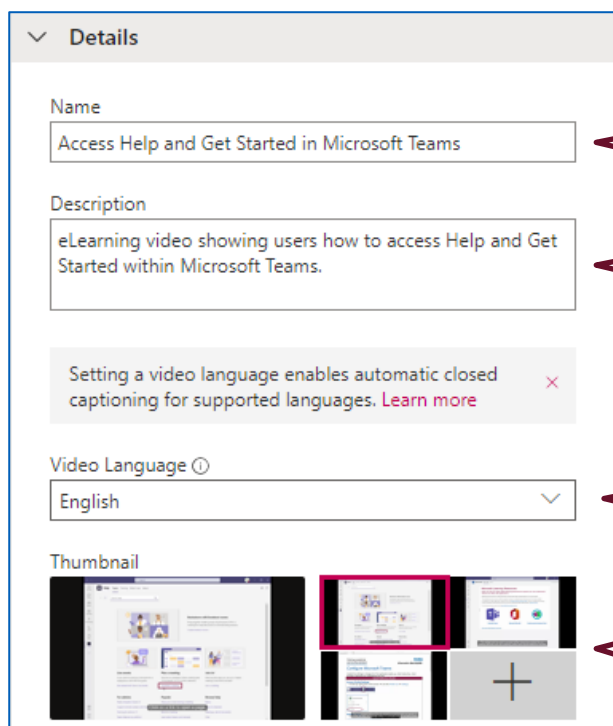


- Locate and select the desired file → click **Open**.



Details

- Complete the [Details](#) as required.



Enter a [Name](#) for the video.

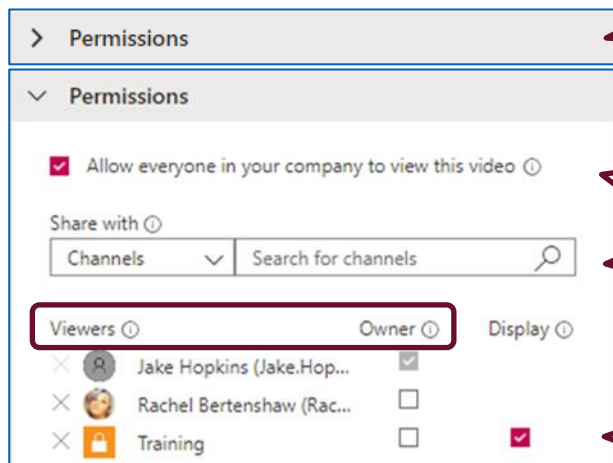
Add a video [Description](#).

Set the correct [Video Language](#).

Select a suggested [Thumbnail](#) or click + to upload an image.

Permissions

- Complete the [Permissions](#) as required.



Click [Permissions](#) to expand.

When ticked, everyone in the organisation can view the video and add it to a [Group](#) or [Channel](#).

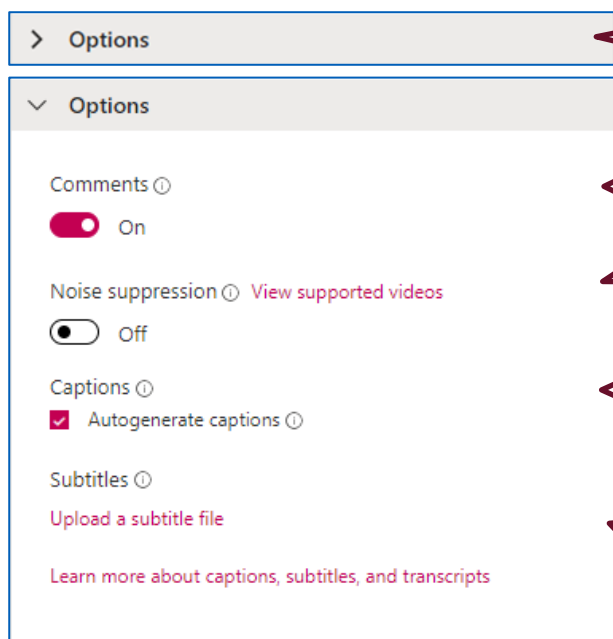
Search for [People](#), [Channels](#) and [Groups](#) to grant video [Permissions](#).

Tick this box to display the video on the Group's [Page](#).

- [Viewers](#) - Any group, channel or person listed as a viewer will be able to view a video.
- [Owner](#) - Check this box to make the appropriate viewer an owner. An owner can view the video, delete the video, edit information about the video, and change who can access the video. If Owner permissions are given to a group, contributors of that group can edit information about the video and change who can access it.

Options

- Complete the [Options](#) as required.



Click [Options](#) to expand.

When [Comments](#) are enabled, anyone with permission to view the video can comment on it.

[Noise Suppression](#) allows viewers to isolate speech from sounds and music.

[Captions](#) show a text version of what is spoken in the video. Microsoft Stream can automatically generate a caption file for

[Subtitles](#) show a translation of what is spoken in the video. Only one subtitle file per language can be uploaded.

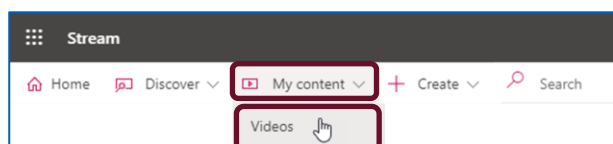
Publish Video

Once the video has been processed, it is automatically saved as a [Draft](#) and can be edited further and published at a later date.

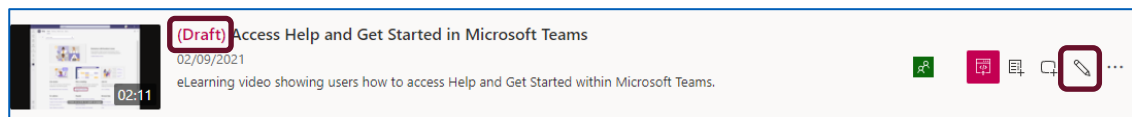
- If the video is ready to be published right away click [Publish](#).



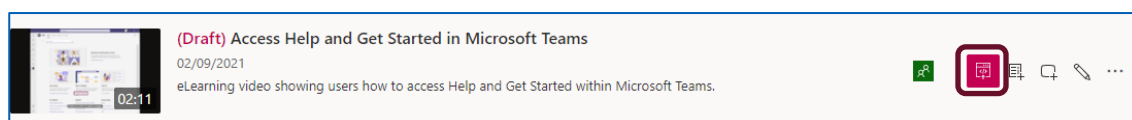
- Alternatively, navigate to [My content](#) → [Videos](#).



The video will appear in the list as [\(Draft\)](#) and can be edited further with the [pencil](#) icon.



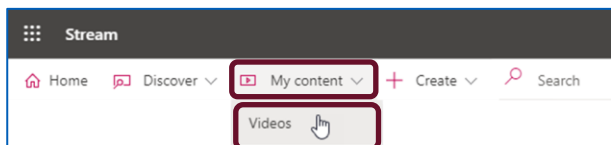
- Click [Publish](#) to publish the video.



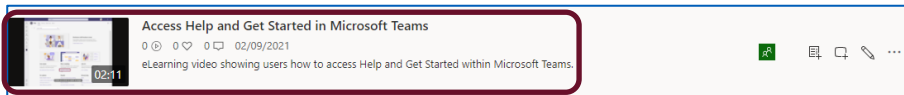
Uploaded Videos

All uploaded videos will have their own separate page.

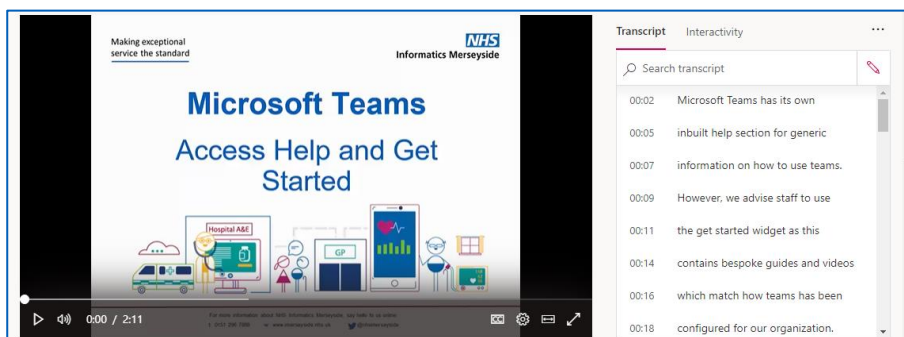
- Navigate to [My content](#) → [Videos](#).



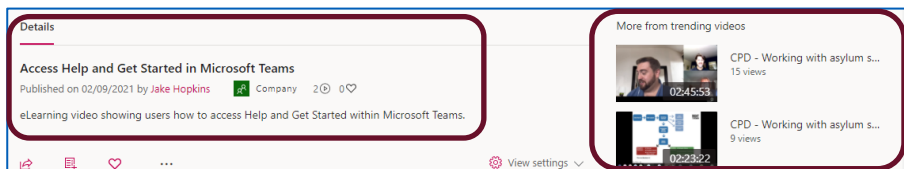
- Select the desired video to view the video page.



The video is displayed along with the [Transcript](#) and any [Interactivity](#).

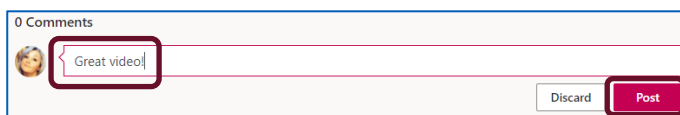


Video [Details](#) will appear below the video and [trending videos](#) are displayed on the right.

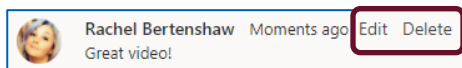


[Comments](#) can be added if they were enabled in video Options.

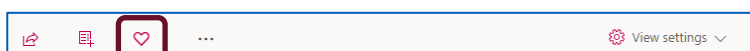
- Type in the [Comment box](#) and select [Post](#) to add a comment.



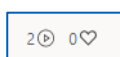
- Video owners can [Edit](#) or [Delete](#) comments.




- Viewers can [Like](#) the video.










The number of video views and likes are displayed.





More Options

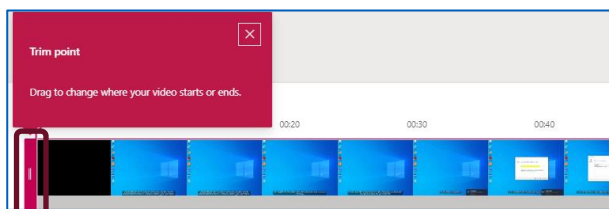
- From video [Details](#) → click  to view the [more options](#) menu.

 Linked groups/channels	Shows any groups or channels the video is Linked to.
 Add to group/channel	Select to Add the video to a Group or Channel .
 Update video details	Update Video details (Page 6)
 Trim video	Trim video (Page 9)
 Replace video	Replace video (Page 10)
 Delete	Delete will move the video to the Recycle bin .
 Download video	Download video will save in the device's Downloads folder.

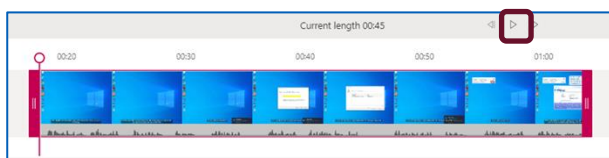
Trim Video

Before a video is trimmed, it is recommended to [Download video](#) to ensure the original version is still available if needed.

- From more options  → [Download video](#) (Video will save to Downloads folder).
- From more options  → [Trim Video](#).
- [Drag](#) the [Trim points](#) to change where the video [starts](#) and [ends](#).



- Use the [Play](#) button to preview the edited video.



- Click [Apply](#), at the top left of the page, to save [Trimmed video](#).



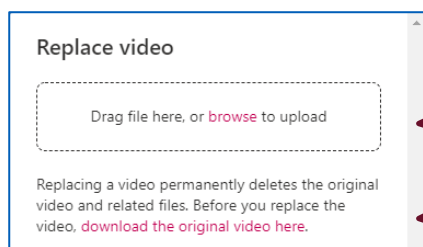
A warning box will appear.

- Select [Apply](#) to continue to save changes.



Replace Video

- Click [more options](#)  → [Replace Video](#).



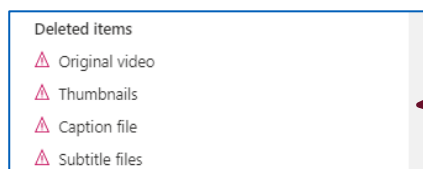
Replace video

Drag file here, or [browse](#) to upload





Replacing a video permanently deletes the original video and related files. Before you replace the video, [download the original video here](#).

Drag and drop a file or click [browse](#) to upload.

Click to [download](#) a copy of the original video.



Deleted items

-  Original video
-  Thumbnails
-  Caption file
-  Subtitle files

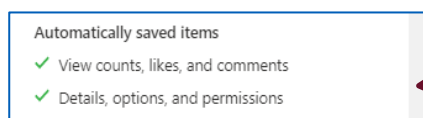
These items will be [Deleted](#) when the video is replaced.





Disconnected items

-  Forms 

These items will be [Disconnected](#) when the video is replaced.



Automatically saved items

-  View counts, likes, and comments
-  Details, options, and permissions

These items will be [Automatically saved](#) when the video is replaced.

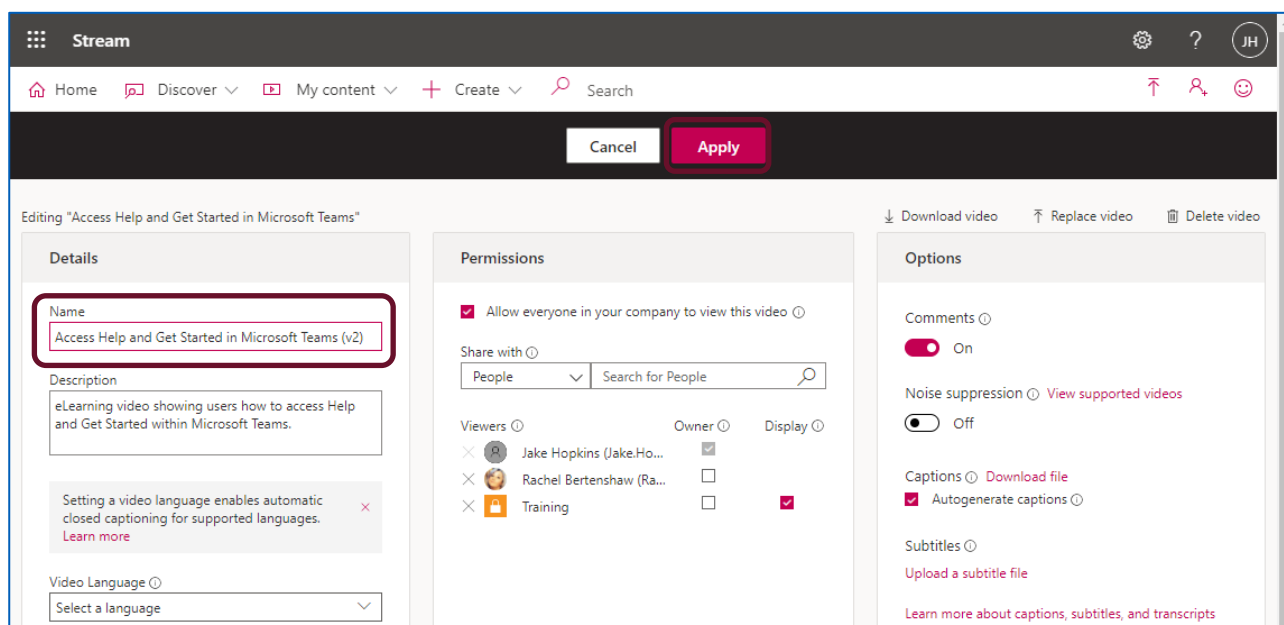
- Click [Replace](#) to continue with video replacement.



Cancel [Replace](#)

The previous version Details, Permissions and Options will appear. (See pages 6 & 7)

- Update the video name → [Apply](#).



Stream

Home Discover My content Create Search

Cancel [Apply](#)

Editing "Access Help and Get Started in Microsoft Teams"

Download video Replace video Delete video

Details

Name: Access Help and Get Started in Microsoft Teams (v2)

Description: eLearning video showing users how to access Help and Get Started within Microsoft Teams.

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

Video Language: Select a language

Permissions

☒ Allow everyone in your company to view this video

Share with: People Search for People

Viewers: Jake Hopkins (Jake.Ho...), Rachel Bertenshaw (Ra...), Training

Owner: []

Display: ☒

Options

Comments: ☒ On

Noise suppression: ☐ Off [View supported videos](#)

Captions: [Download file](#), ☒ Autogenerate captions

Subtitles: [Upload a subtitle file](#), [Learn more about captions, subtitles, and transcripts](#)

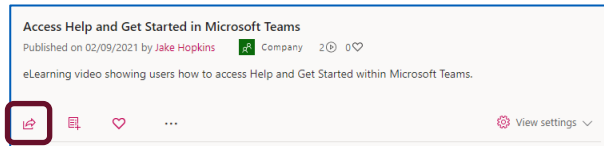
The released video will now be [published](#).

Share a Stream Video

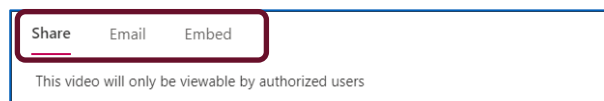
Videos within Stream can only be accessed by authorised users within the organisation.

If videos need to be shared with external users, other websites can be used such as [YouTube](#), [Google Drive](#) and [Dropbox](#).

- Locate the desired video → from video [Details](#) → click [Share](#).



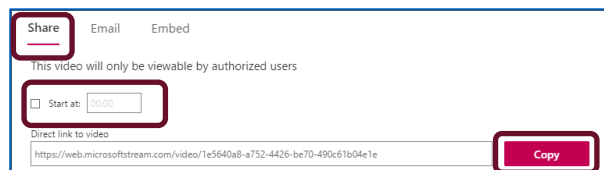
A dialogue box will appear and display three tabs.




Share

The [Share](#) tab allows users to share a Direct link to the stream video. The video will only be able to be accessed by authorised users within the organisation.

- To link to a specific point in the video, tick [Start at](#): → enter the video start time.
- Click [Copy](#) to add the direct link to the clipboard → [Paste](#) the link to share.

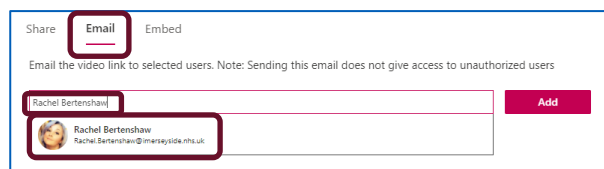


Click  to share the video via the [365 Yammer app](#).

Email

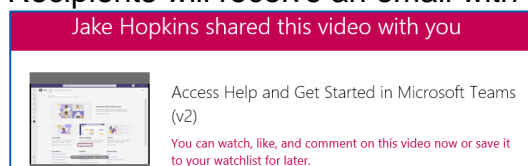
Videos can be shared via email to anyone within the organisation.

- Click [Email](#).
- Enter the name / email address of the user(s) that the video will be shared with.
- Select their name from the list.



- Click [Send and Close](#).

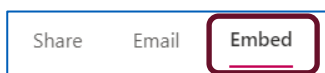
Recipients will receive an email with a link to the video.



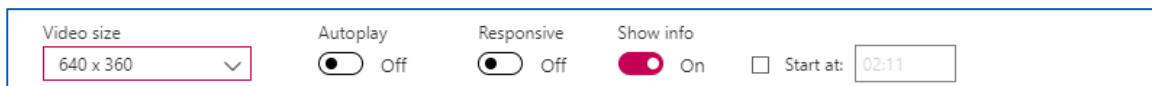
Embed

Stream videos can be embedded in a web page but will only be viewable by authorised users.

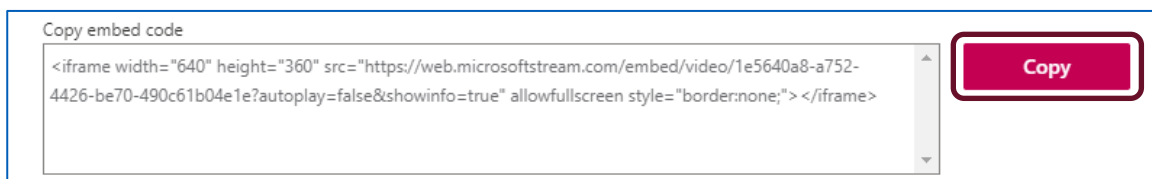
- Click [Embed](#).



- Change the video settings as required.



- [Video Size](#) – amount of room video takes up on web page.
 - [Autoplay](#) – if [On](#), the video will automatically play.
 - [Responsive](#) – the video will shrink down if the page is smaller.
 - [Show info](#) – will show the title and details on the video.
 - [Start at](#) - start the video at a specific part.
- Select [Copy](#) to copy to clipboard and then [Paste](#) the embed code into webpage.



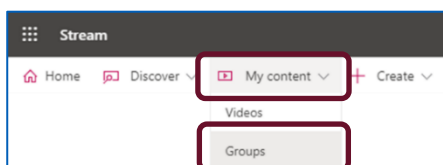
- Click [Close](#) to return.

Create a Group

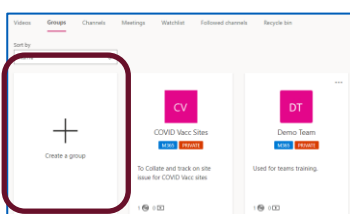
Groups in Stream are connected to Microsoft 365 to allow users to work more efficiently and collaboratively. Groups are used to organise and control access to videos.

Any 365 groups from other applications such as Teams and SharePoint, that the user is a member of, will be displayed. Before a new group is created, check to see if one already exists.

- Select [My content](#) → [Groups](#).



- Select [Create a group](#).



The **New group** dialogue box will load.

The 'New group' dialog box contains the following fields and controls:

- Name ***: A text input field with the placeholder text 'Clinicians'. A callout points to this field with the text: 'Enter a **Name** for the group.'
- Email address ***: A text input field with the placeholder text 'clinicians'. A callout points to this field with the text: 'A new **365 group** and **Email** will be created e.g. clinicians@merseycare.nhs.uk'
- Description**: A text area with the placeholder text 'A group of all employed clinicians.' A callout points to this field with the text: 'Add a **Description** for the group.'
- Edit**: A button with a pencil icon. A callout points to this button with the text: 'Click **Edit** to configure **Privacy** settings for the group.'

- Click the **drop-down** arrow next to **Edit settings** → select **Private** or **Public**.
 - **Private** – only approved members can access the group.
 - **Public** – anyone in the organisation will have access.
- **Tick** the box to allow access for member contribution.
- Click **Create**.

The 'Edit settings' dialog box contains the following controls:

- Privacy**: A section header.
- Private - Only approved members can see what's inside**: A text label with a drop-down arrow next to it.
- ☒ **Allow all members to contribute**: A checkbox with a red checkmark.
- Create**: A red button.
- Discard**: A grey button.

- Enter a user's **name** or **email address** and select them from the list.

The 'Add members' dialog box contains the following control:

- Add members**: A section header.
- Enter a name or email address**: A text input field.

- Click the **drop-down** arrow next to a user's name → select either **Member** or **Owner**.
 - **Member** – Can view content within the group.
 - **Owner** – Can modify the group and add members
- Click the **X** icon to remove a member from the group.

The user entry for Rachel Bertenshaw includes:

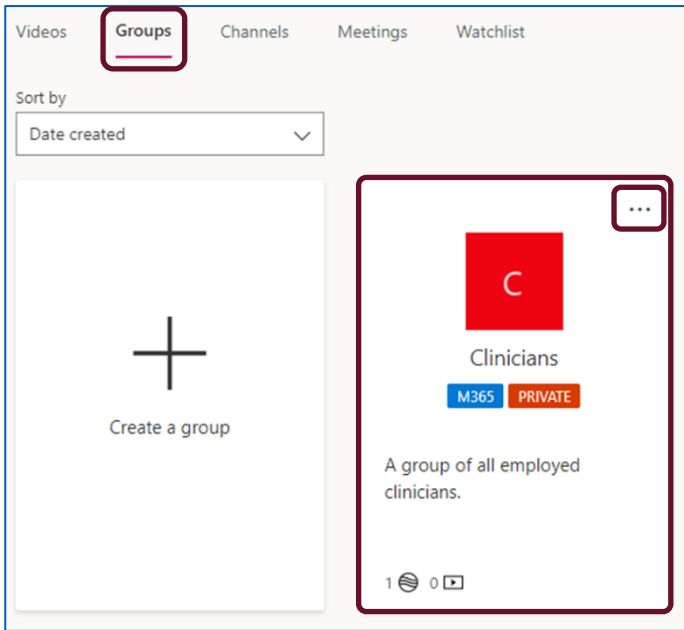
- Profile picture**: A small circular icon.
- Name**: Rachel Bertenshaw
- Email**: rachel.bertenshaw@imerseyside.nhs....
- Role**: Member
- Drop-down arrow**: A small arrow next to the role.
- Remove icon**: A small 'X' icon.

- Click **Add** to add members to the group.

The bottom of the dialog box contains two buttons:

- Add**: A red button.
- Not now**: A grey button.

The group has been created and can be found in [Groups](#).



The screenshot shows the Microsoft Stream interface with the 'Groups' tab selected. On the left is a 'Create a group' button. On the right is a group card for 'Clinicians'. The card features a red square icon with a white 'C', the name 'Clinicians', a blue 'M365' badge, and an orange 'PRIVATE' badge. Below this is the description 'A group of all employed clinicians.' and a small icon indicating 1 channel and 0 videos. A three-dot menu is in the top right corner of the group card.

Display the [More actions](#) menu.


Group [Name](#) and [Privacy](#).

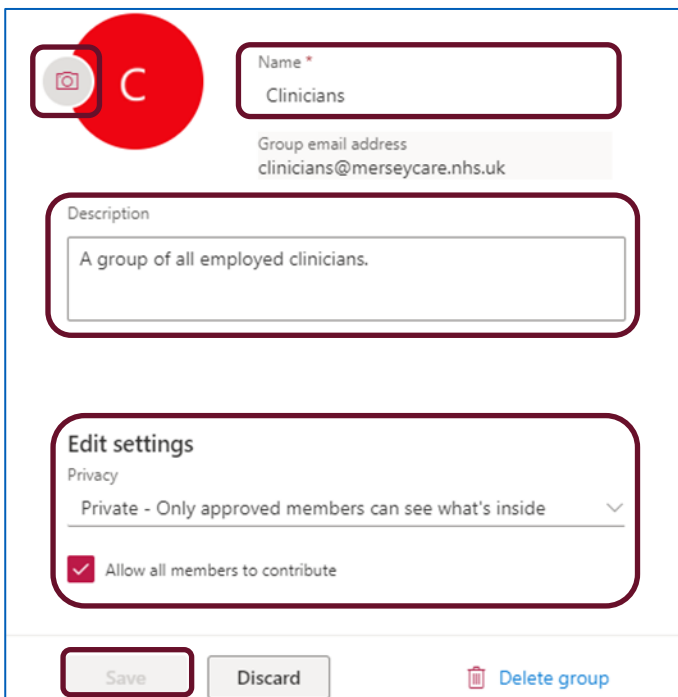
Group [Description](#).

Number of [Channels](#) / [Videos](#) in the group.

Edit Group

Any changes made to a Group in Stream will also be applied to the 365 Group.

- From [Group page](#), locate the [Group](#) → click  → [Edit](#).
- Edit the [Photo](#), [Name](#), [Description](#) and [Privacy](#) settings as required.
- Click [Save](#).

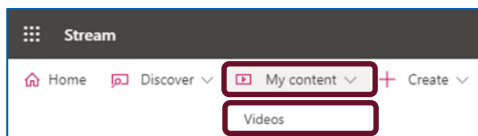


The screenshot shows the 'Edit Group' page for the 'Clinicians' group. It includes a group photo (a red circle with a white 'C'), the group name 'Clinicians', and the group email address 'clinicians@merseycare.nhs.uk'. Below this is a text box for the description 'A group of all employed clinicians.' At the bottom, there is an 'Edit settings' section with a 'Privacy' dropdown set to 'Private - Only approved members can see what's inside' and a checked checkbox for 'Allow all members to contribute'. At the very bottom are 'Save', 'Discard', and 'Delete group' buttons.

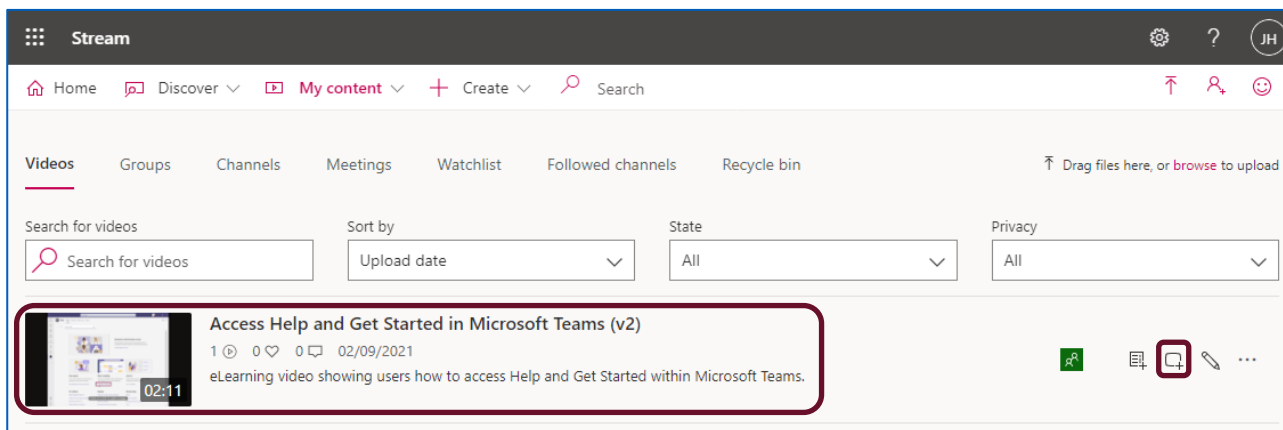
Never [Delete](#) a Group from Stream as this will also delete any Teams, Channels, Files and Outlook items associated with the Group.

Add Video to a Group

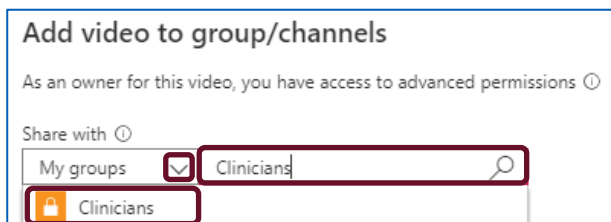
- Select [My content](#) → [Videos](#).



- Locate the desired video → click [Add to group/channel icon](#).



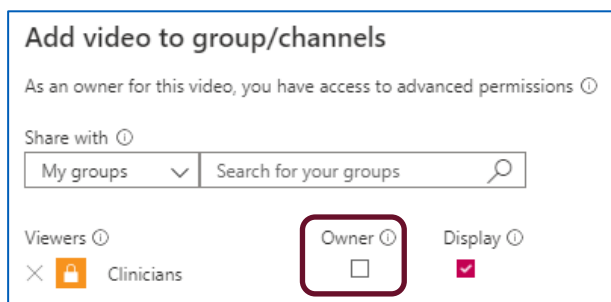
- Click the [Share With](#) drop down arrow and select [My groups](#).
- Enter the [Group name](#) → click the [Spyglass](#) to search → select the group.



- If required, tick the [Owner](#) box to make the Group an owner.



This will allow the contributors of the group to edit information about the video and change who can access it.



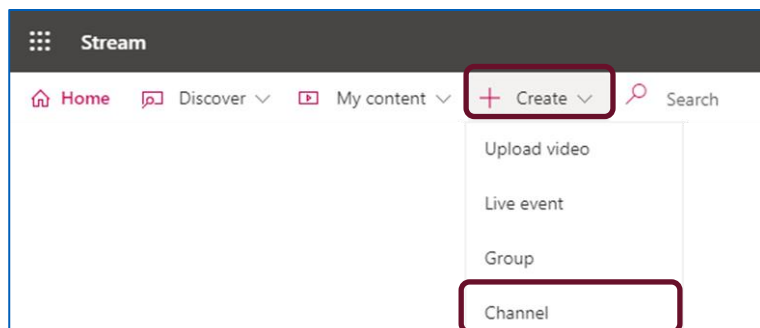
- Click [Save](#).



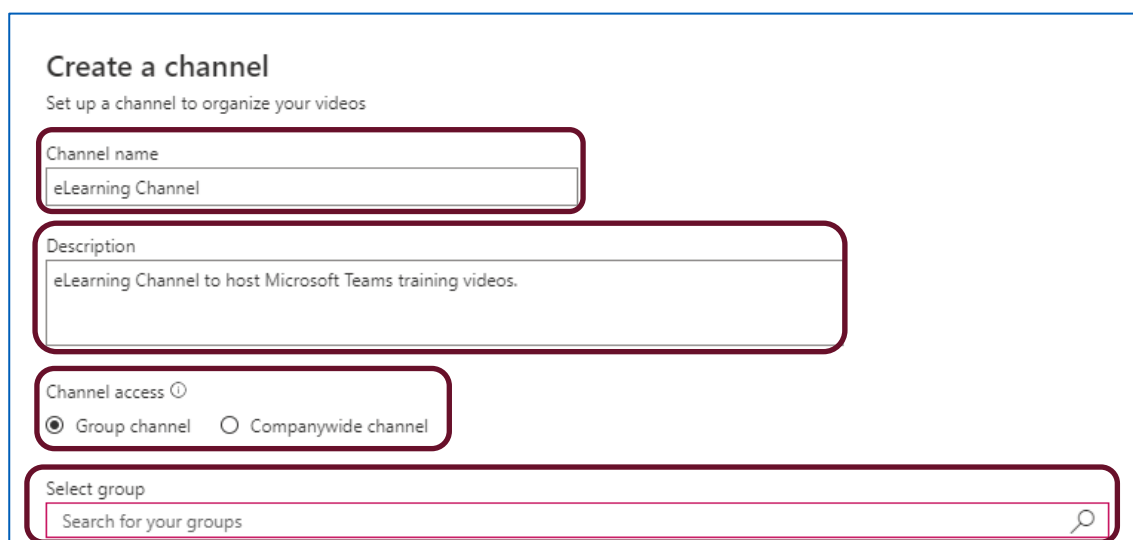
Create a Channel

A Channel in Stream is an area to organise and provide access to videos. This is not the same as a Channel in Teams.

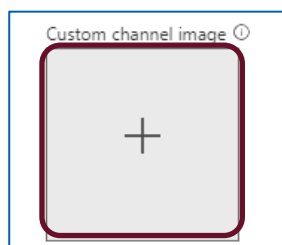
- Select **+ Create** → **Channel**.



- Add a **Channel name** and **Description**.
- Select **Channel access** (Group or Companywide access).
- Select a group(s) to join the channel.

A screenshot of the 'Create a channel' form in Microsoft Stream. The form has the title 'Create a channel' and a subtitle 'Set up a channel to organize your videos'. It contains several input fields: 'Channel name' with the text 'eLearning Channel', 'Description' with the text 'eLearning Channel to host Microsoft Teams training videos.', 'Channel access' with radio buttons for 'Group channel' (selected) and 'Companywide channel', and 'Select group' with a search bar containing the text 'Search for your groups'. Each of these fields is highlighted with a red box.

- Click **+** to add a **Channel image** (this helps users differentiate between channels).

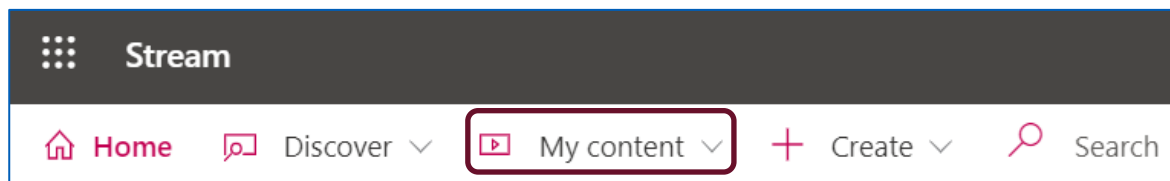


- Click **Create**.

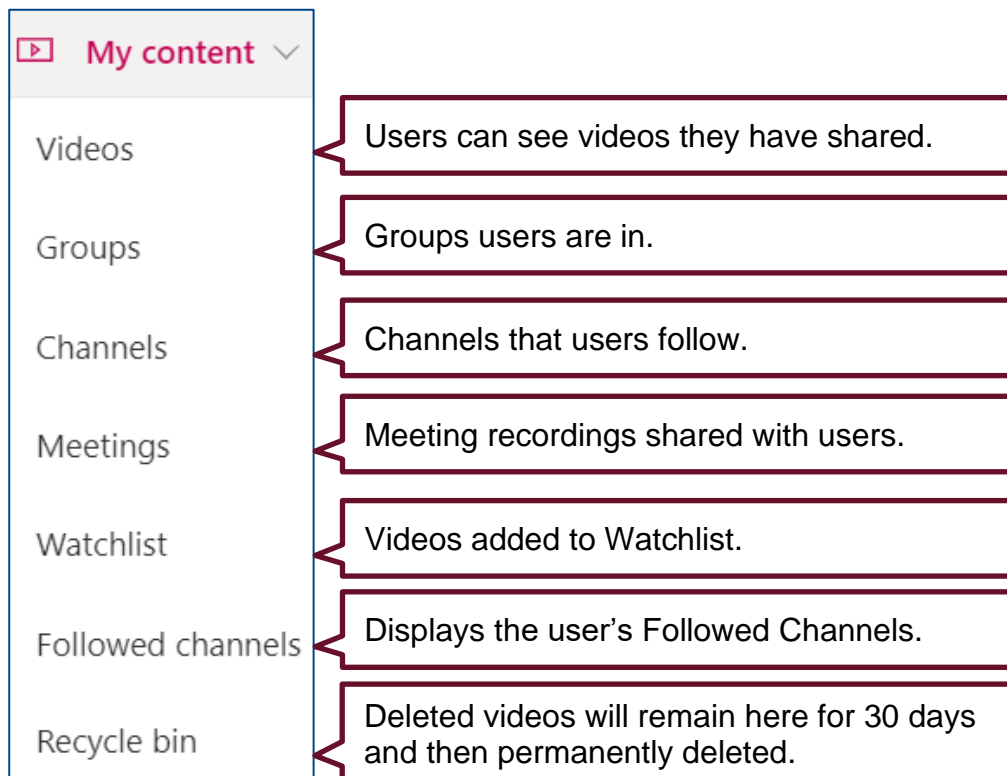


Once the channel has been created it will appear in the **Channels** tab.

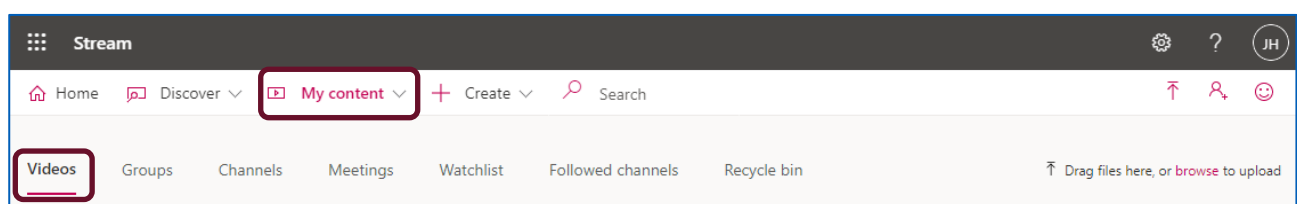
My Content



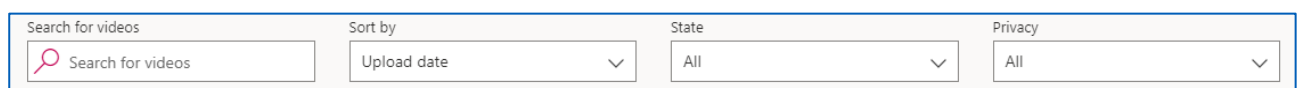
- From the Home page, navigate to [My content](#) → select a content page to view.



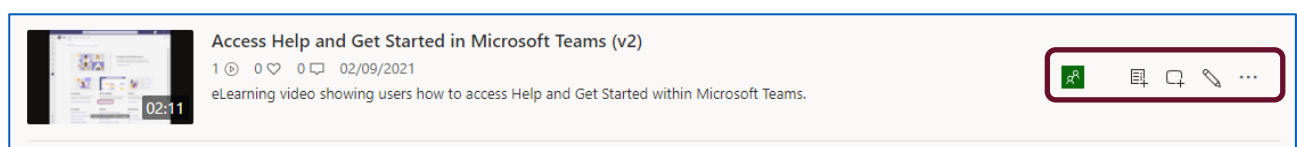
- Navigate to [My content](#) → select [Videos](#).



Users can [Search](#) for videos and use [Filters](#) to narrow down search results.



Further [Actions](#) are displayed next to each video.



Actions



[Shows visibility](#) – i.e. Companywide or Private.

Publish

[Publish](#) – This will appear for videos saved as drafts.



[Add to Watchlist](#) – This allows users to add a video to their watchlist for reference.



[Add to Group/Channel](#) – This allows users to add a video to a group or channel (if they have the correct permissions).



[Update Video details](#) – Users can update video details (See page 6).



[More options](#)

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