CHC

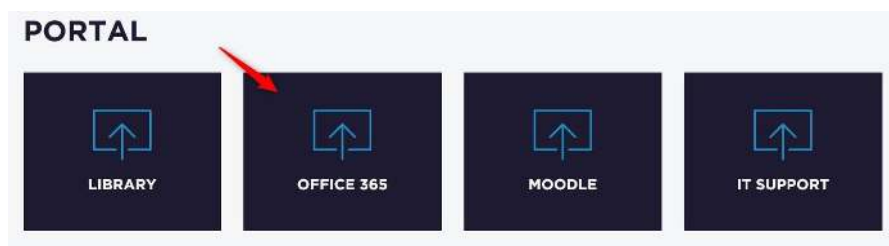# Microsoft Stream

Contents

1. Accessing Microsoft Stream

Microsoft Stream is an online video streaming platform for CHC, where you can easily upload, view and share videos securely.
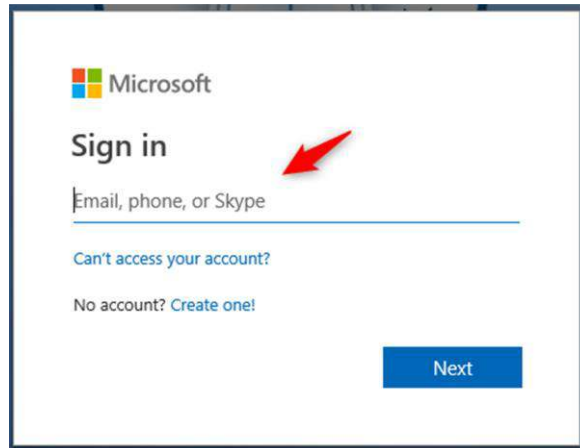
1. To access your online videos in Microsoft Stream, open your browser at www.chc.edu.au and click on the **Portal** link.
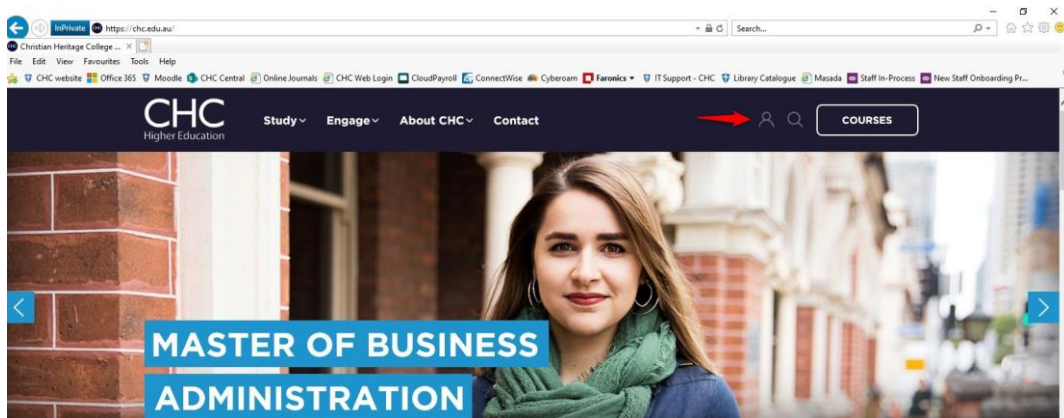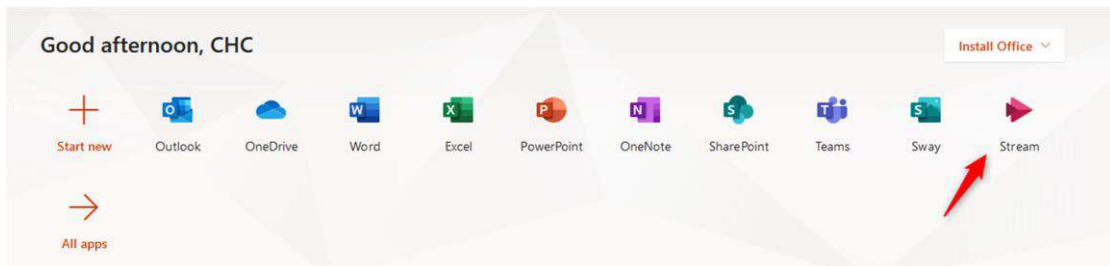

2. Click on the **Office 365** button.

https://chc.edu.au/stream/

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3. Enter your CHC credentials (enter full email address) and password on the next page.

4. Once you have logged in, click on **Stream**. If you don't see it at the top, click on **All apps** and you will find it in the list of all the available apps.

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## 2. Uploading your video to My content area

Please make sure that your video format is supported by Microsoft Stream, such as mp4, mov & avi.

For more information regarding the video formats that you can use with Microsoft Stream, please visit https://docs.microsoft.com/en-us/stream/input-audio-video-formats-codecs

1. In Stream, click **My content** > **Videos**.
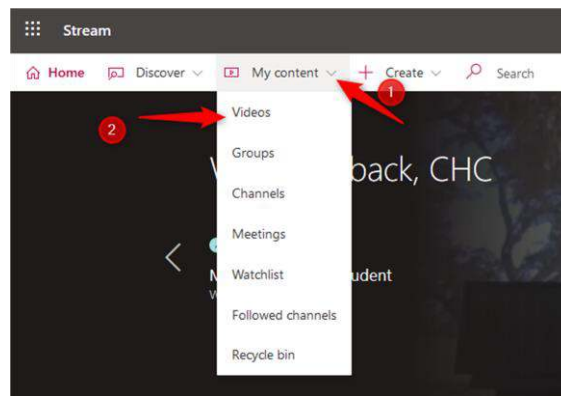
2. Drag your file to where it says **Drag files here**, or click browse to select your video file from where it has been saved (such as your computer).

https://chc.edu.au/stream/
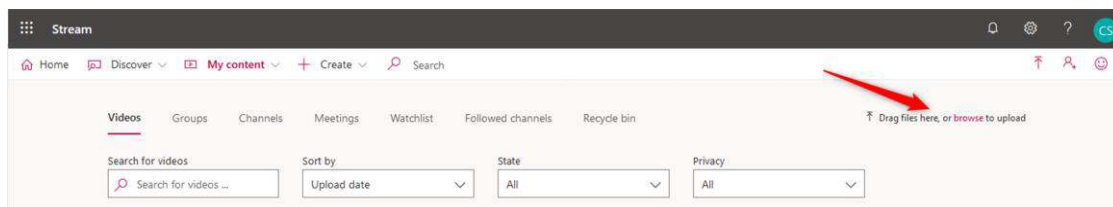
3. Stream will start uploading your video and will show the progress by percentage.

   Rename your video as necessary and enter **your student number** and **full name** in **Description** (this will help your lecturers and others to recognise your video easily when you share it with them) and select **English** for **Video Language**.
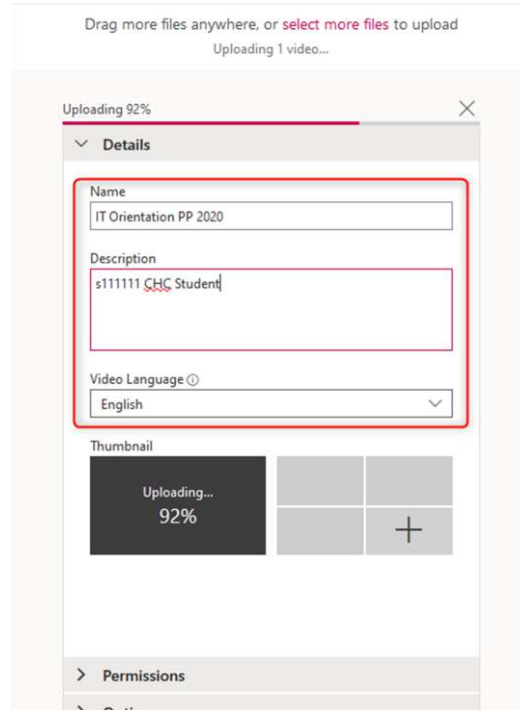

4. After uploading completes, it will start processing.

https://chc.edu.au/stream/
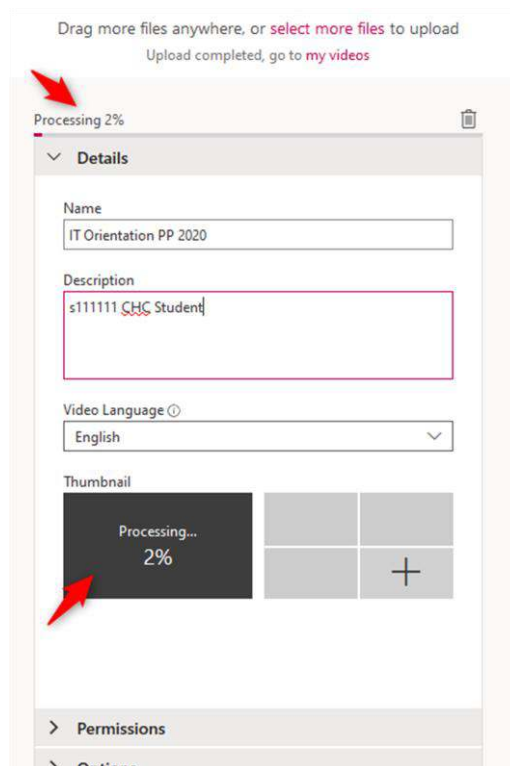
5. Once processing completes, you will see a message **Processing complete, ready to publish** at the top. Click on **Permissions**.
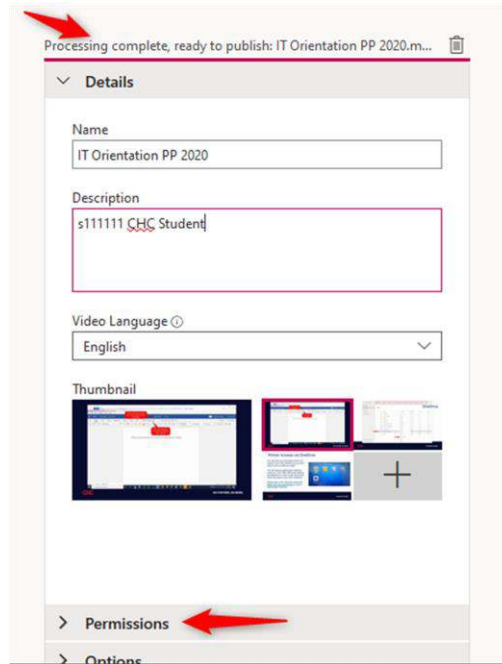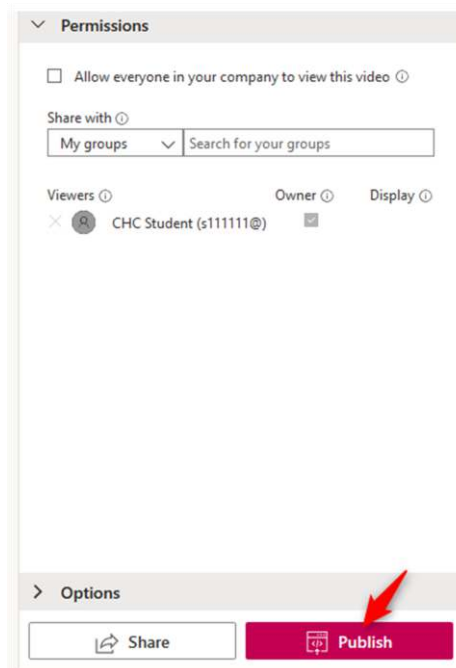

6. **IMPORTANT**: Under **Permission**, **untick** '**Allow everyone in your company to view this video'.** You can see that you are the owner of the video file and no one else has access to it.
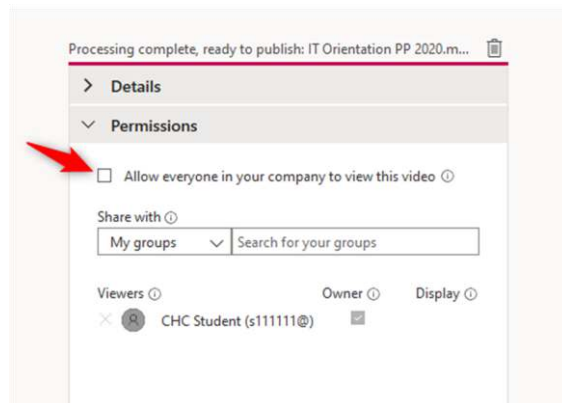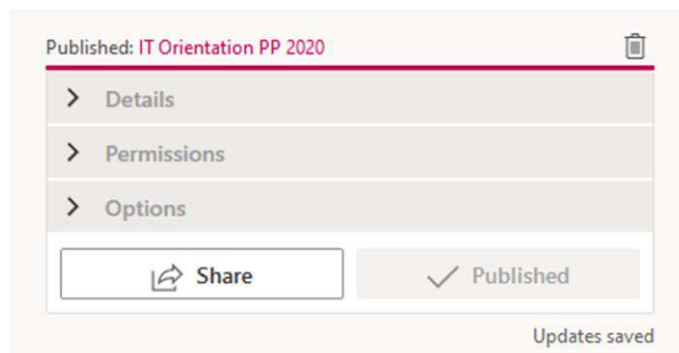

Click **Yes** to **Remove companywide access to this video?**
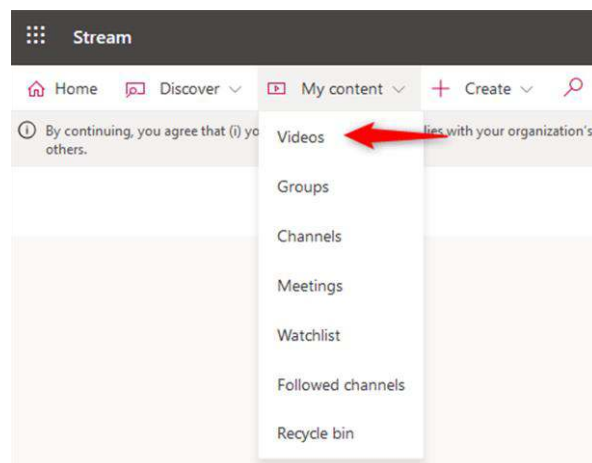
https://chc.edu.au/stream/
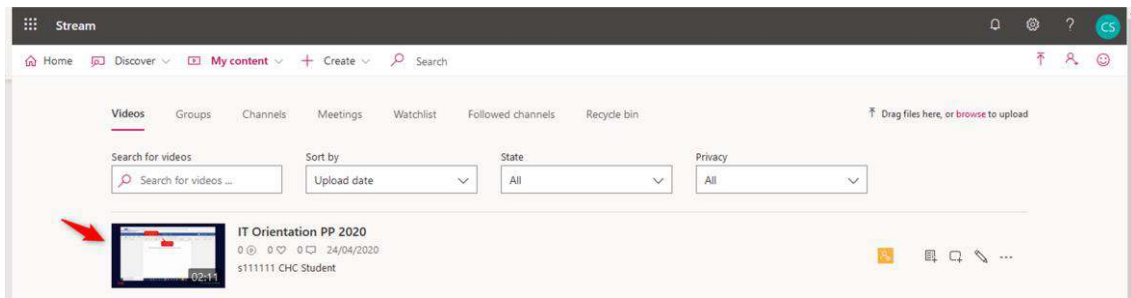
7. Scroll down and click **Publish**.

8. Your video file has been published.



9. Go back to **My content > Videos**.

10. You will find your video that you have just uploaded in your **My content** area.

11. Microsoft Stream also shows the transcription of your video on the right-hand side*. By clicking the particular transcription, you can jump to that section of the video. (*The time it takes to transcribe the video depends on the length of your video).
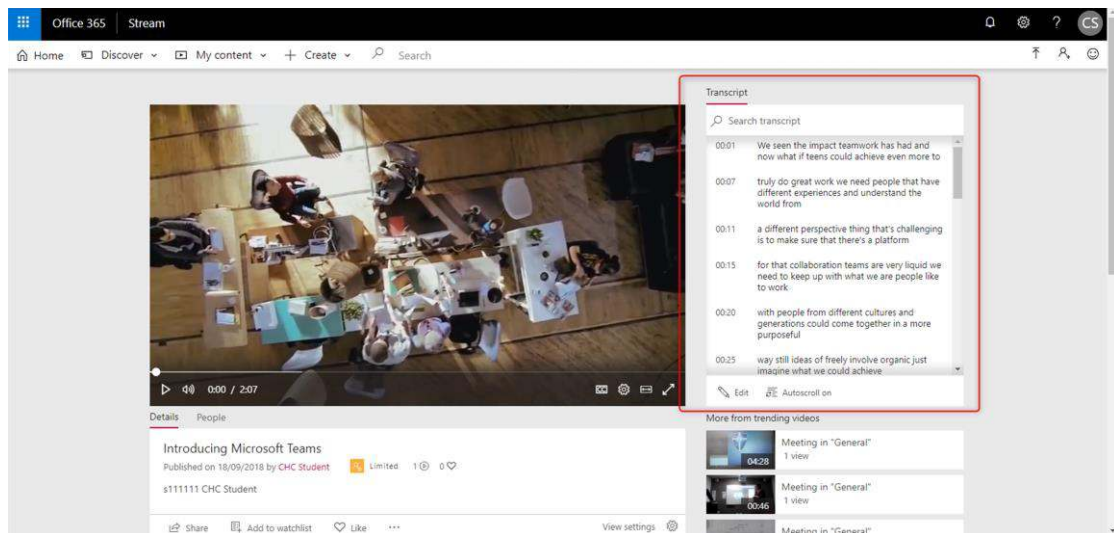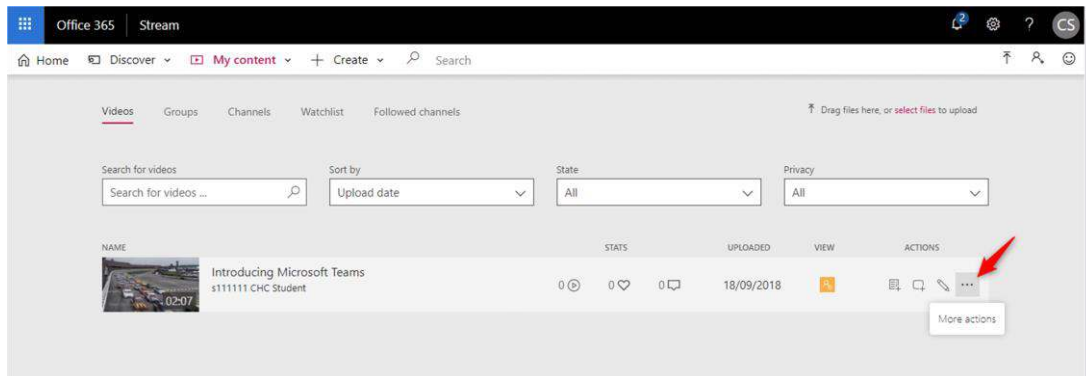

12. If you wish to hide the transcription, click on **View settings** and select **Hide transcript**.
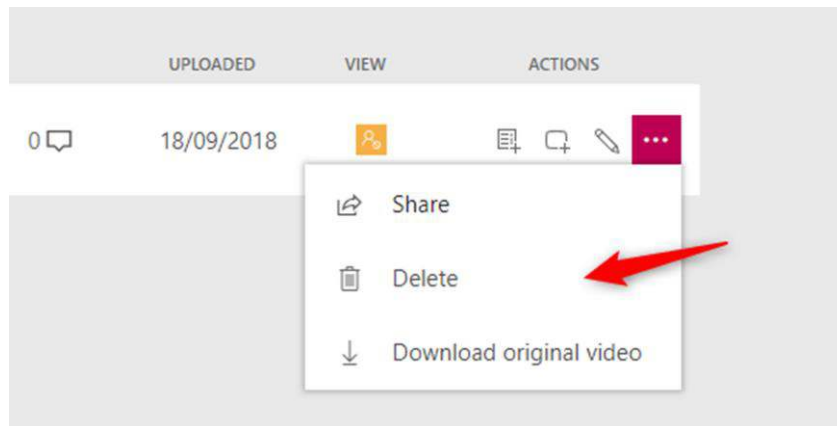
https://chc.edu.au/stream/
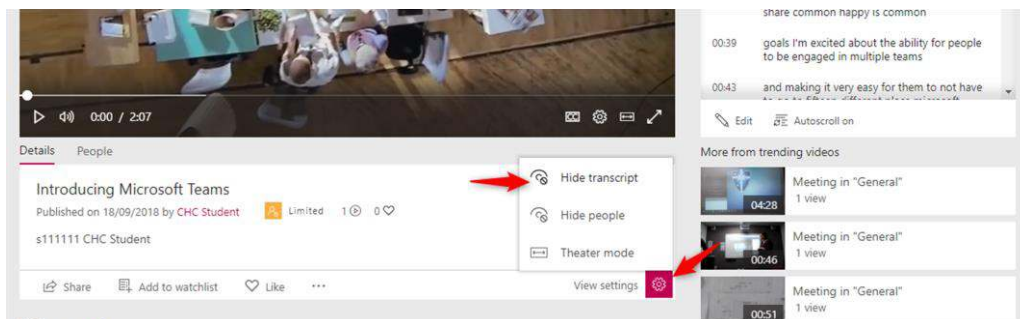
3. Deleting your video

1. Click on the three dots (**More actions**).
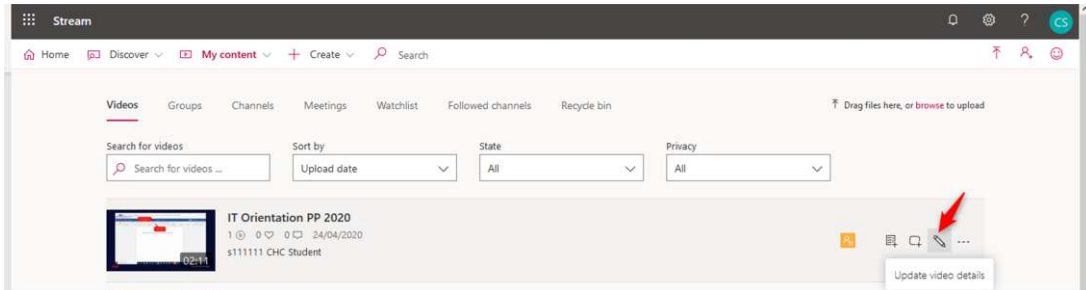

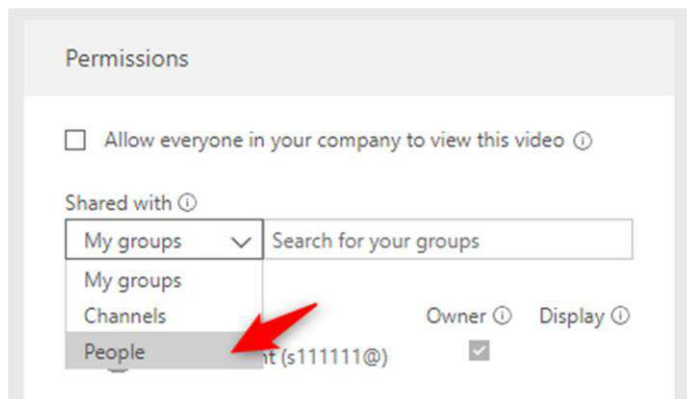2. Select **Delete**.

https://chc.edu.au/stream/

4. Sharing your video with specific people

4.1 Assign permission

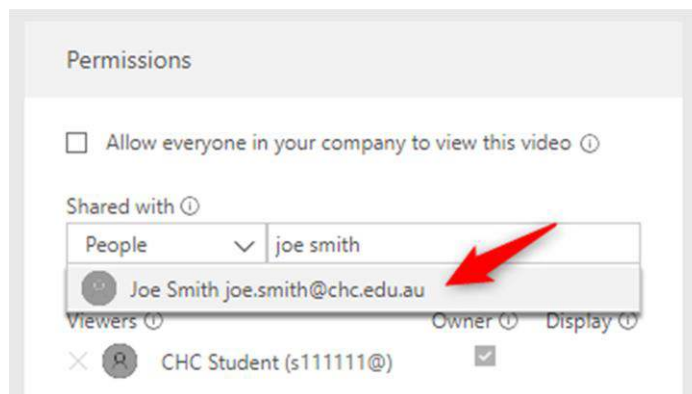1. Click on the **Update video details**.

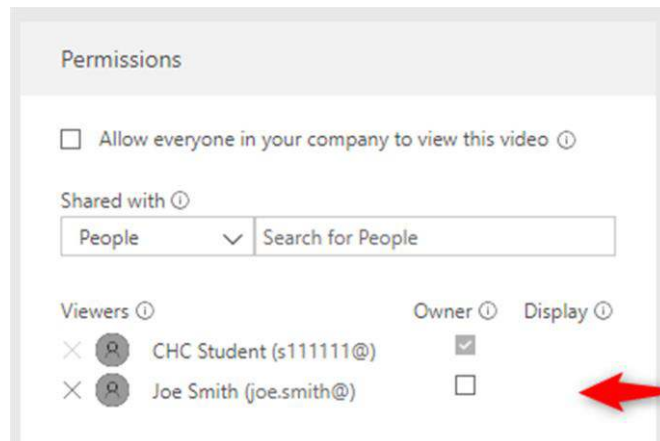2. Under **Permissions** > **Shared with**, select **People**.

3. Type in the name of the person you wish to share your video with. Their email address should pop up. Select the email address.

   NB: You can only share with the CHC staff and students.
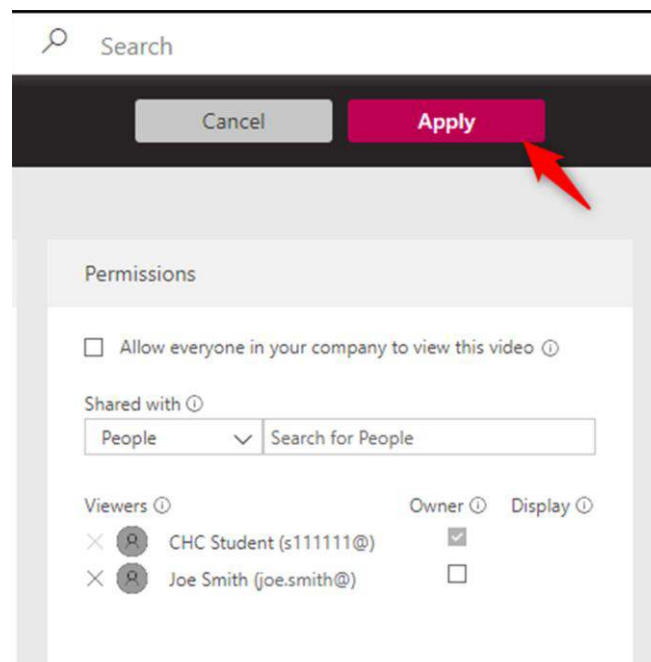
https://chc.edu.au/stream/

4. The person's name will appear under **Viewers**.

*There is no tick box under **Display** next to the person. The Display tick box appears only when you are sharing your video with your group, so it is not applicable when sharing with specific people.
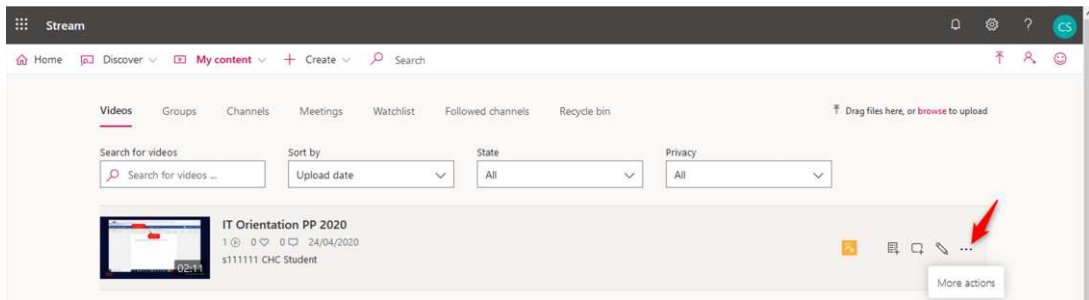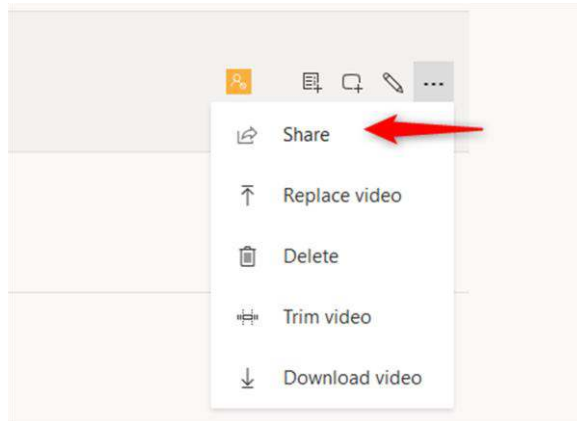
5. Click **Apply**.

IMPORTANT: To ensure that the person knows that you have shared your video with them, **please follow the steps below to send them the link of your video by email.**
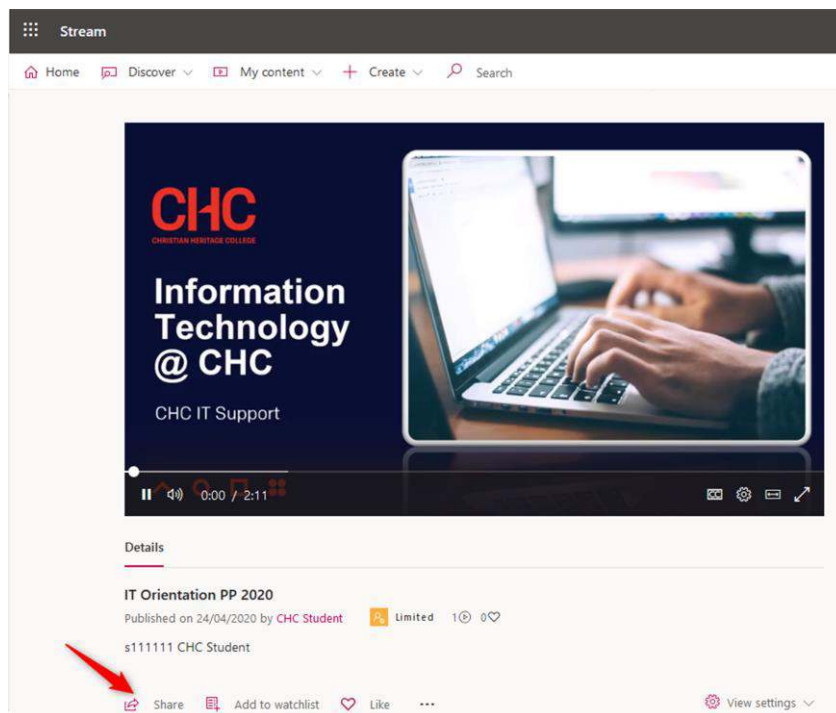
4.2 Send the link
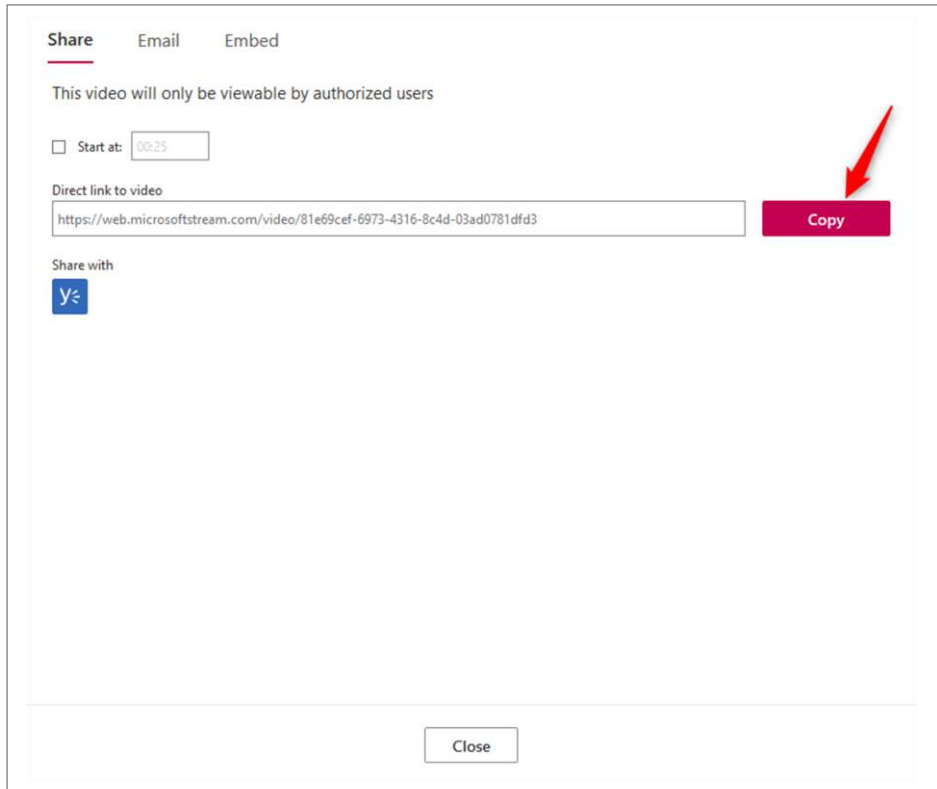
1. Click on the three dots (**More actions**).
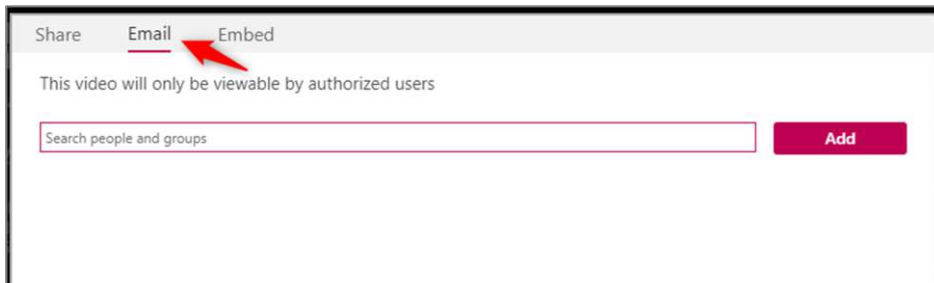

2. Select **Share**.*

*You can also select **Share** from under your video.
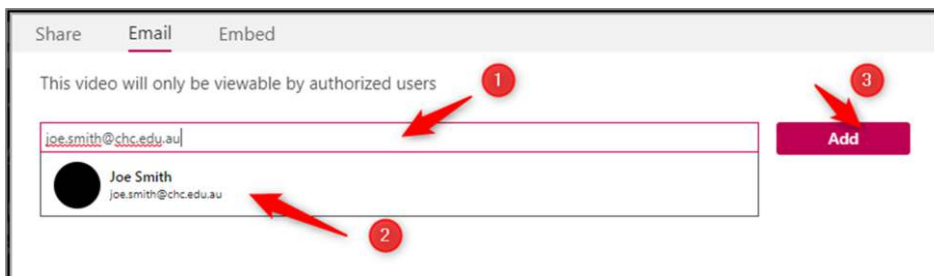
https://chc.edu.au/stream/

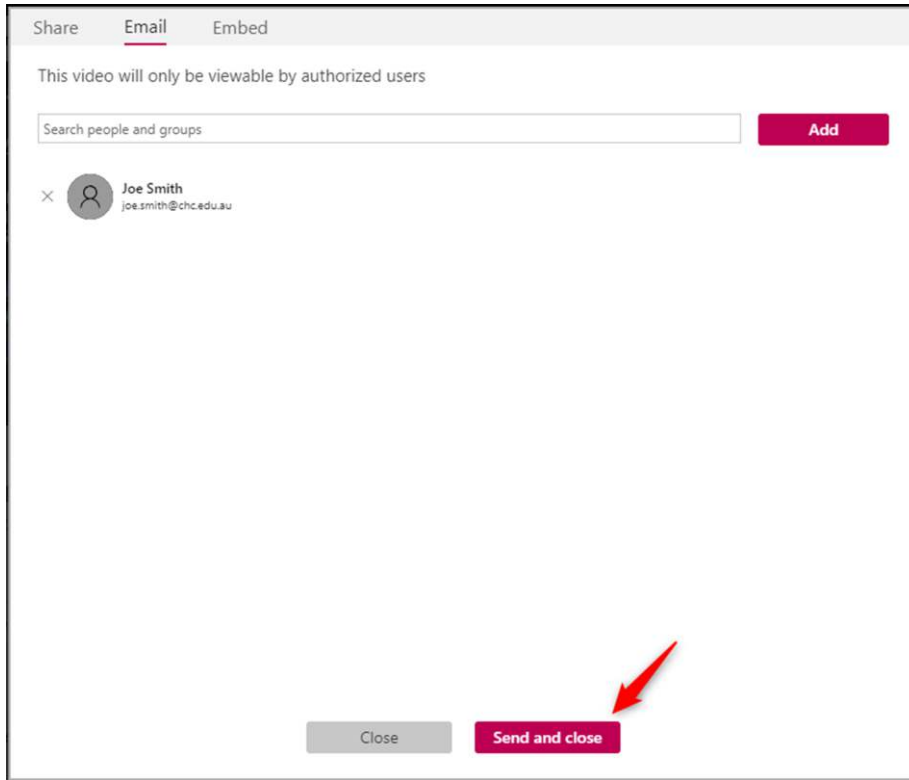3. A share dialog appears. Copy the link URL by clicking **Copy**.

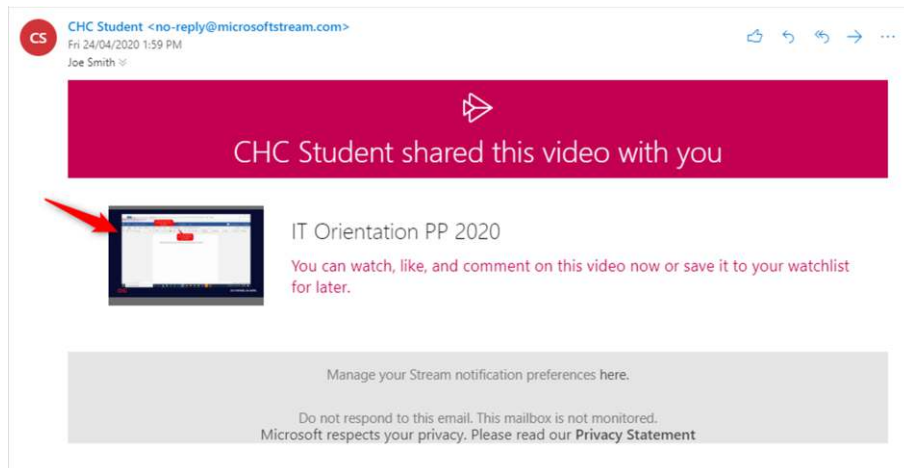4. Select the **Email** tab to share through email.

5. Type in the person's email address, select from the list that appears below the box and click **Add**.
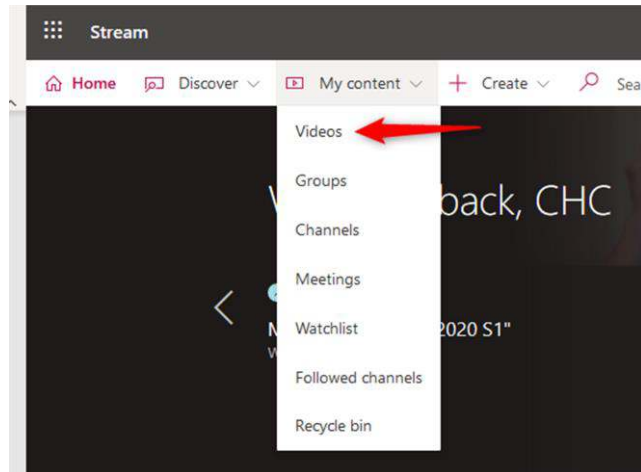
6. Click **Send and close**.

7. The person will receive an email notification like the one below. They can click on the video image which will then take them to the video in Microsoft Stream.
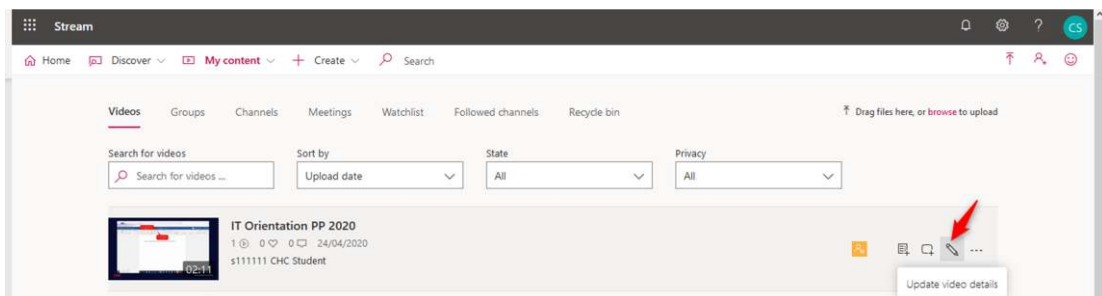
https://chc.edu.au/stream/

5. Sharing your video in your Group Channel

If you have been added to a Unit Group, you may share your video files in your Group Channel.
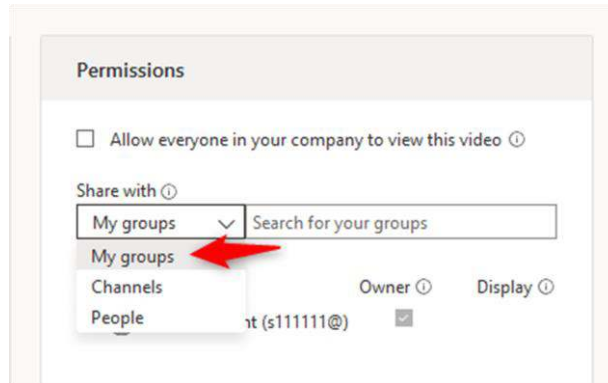
1. Go to **My content** > **Videos**.

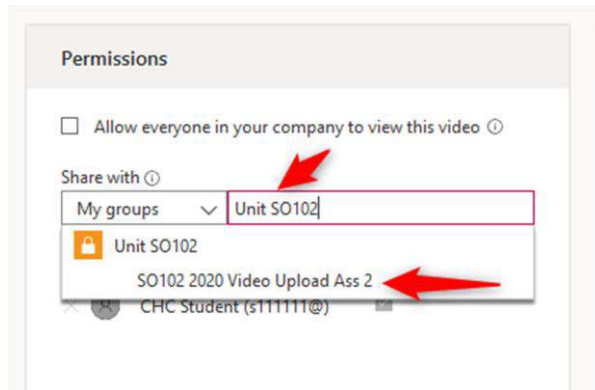2. Find the video you wish to share and click **Update video details**.

3. Under **Shared with**, select **My groups**.

4. Type in **your group name** and **select the channel** where your video needs to be uploaded to.

   NB: The channels in Stream are different from the channels in Teams. Please ask your lecturer if you are not sure which channel you should upload your video to.
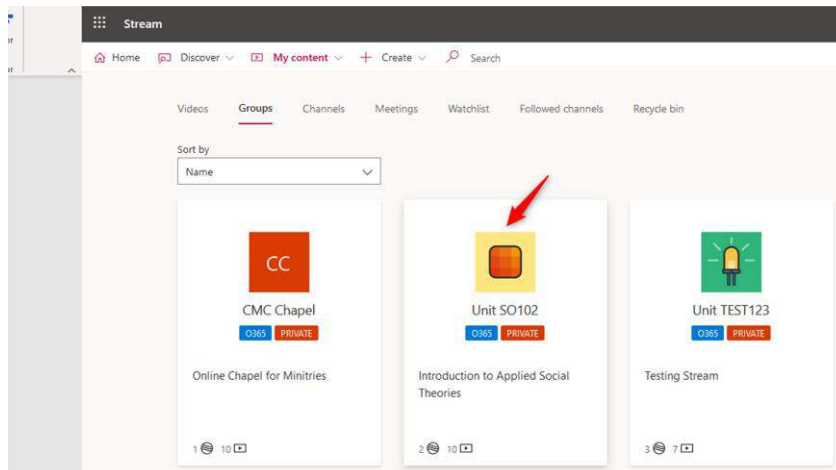

5. Your Group will appear under **Viewers**. Please make sure:
   • Only **Display** is ticked for your Group.
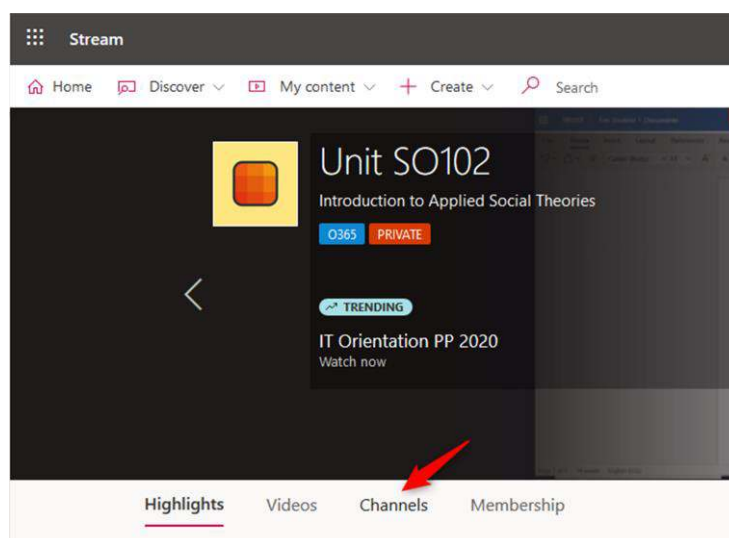   • **Allow everyone in your company to view this video** is **unticked**.
   Click **Apply**.
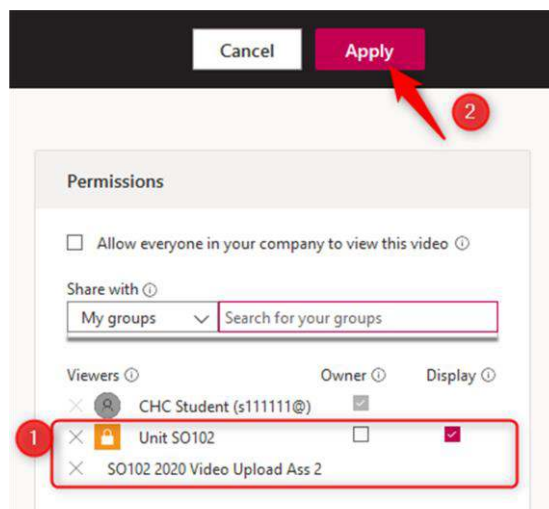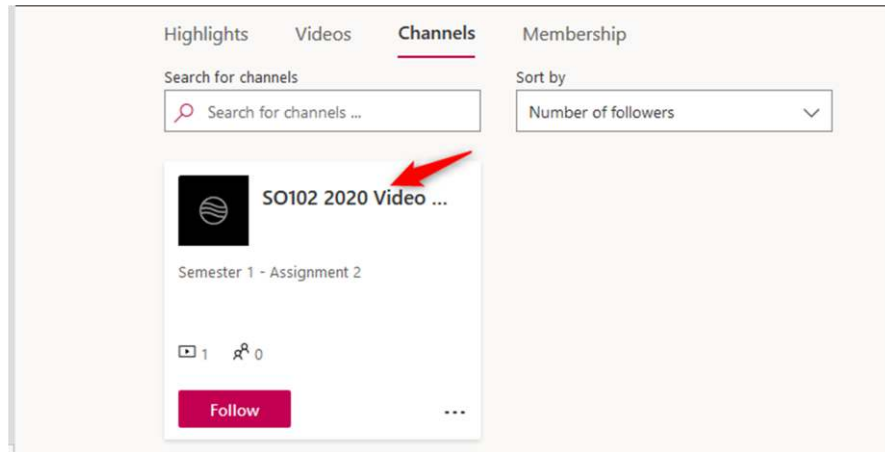
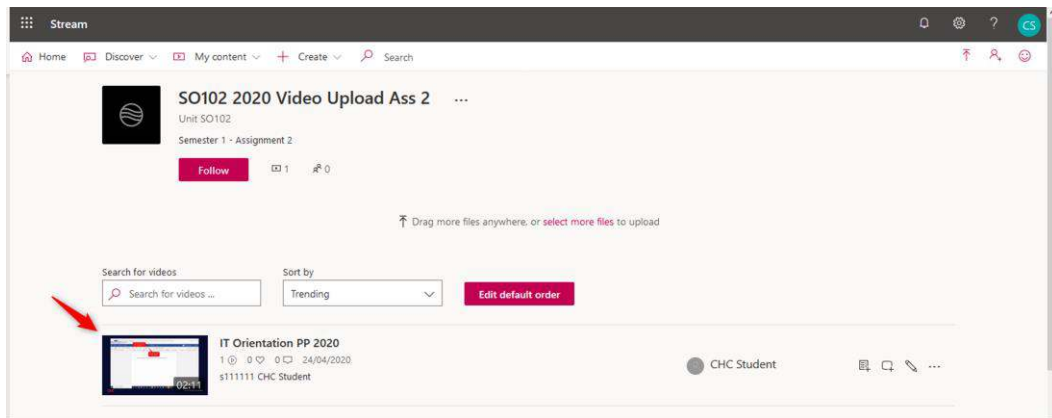6. Go to **My content** > **Group**
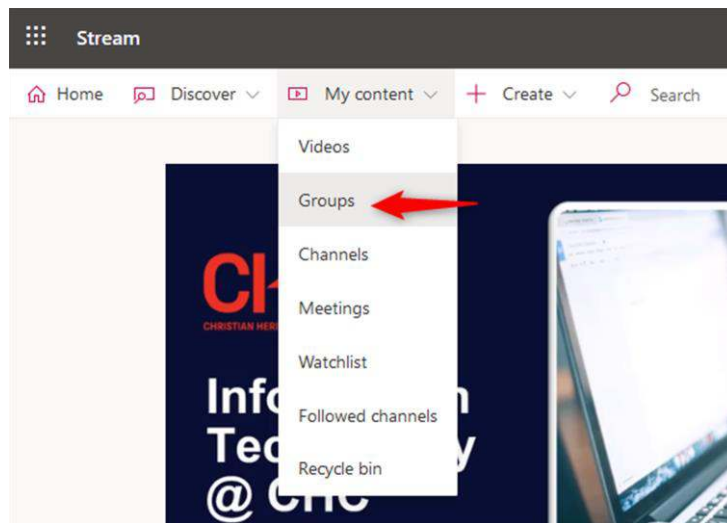
7. Select your **Group**.

8. Select the **Channels** tab.

https://chc.edu.au/stream/

9. Click on the channel.

10. You will find your video and the other videos that your Group members have shared in the Group Channel.
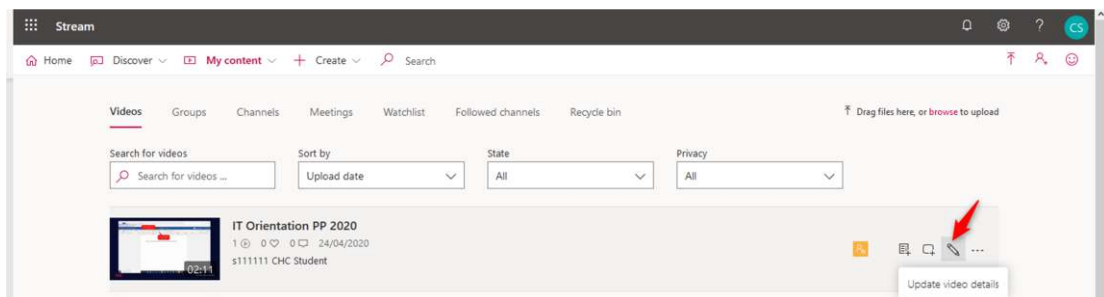
https://chc.edu.au/stream/

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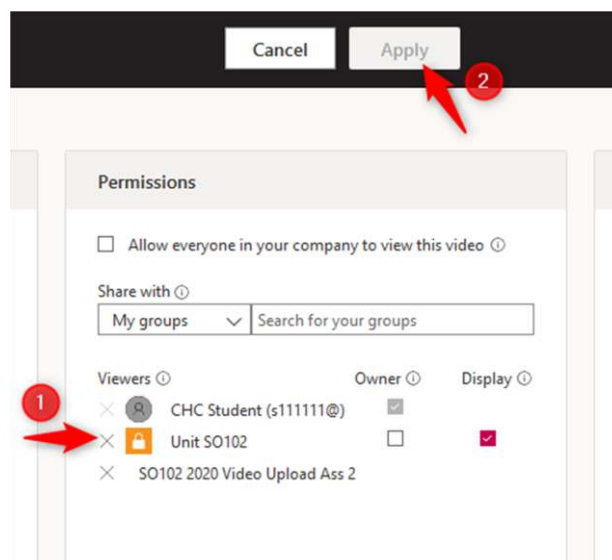# 6. Removing your video from your Group

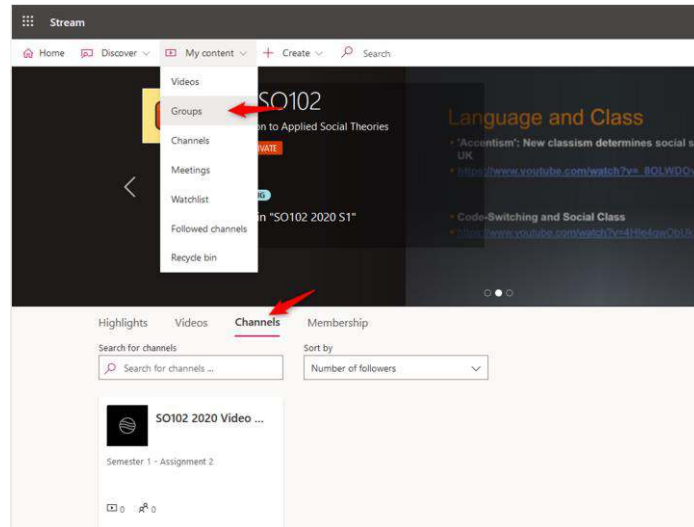1. Go to **My content** > **Videos**.
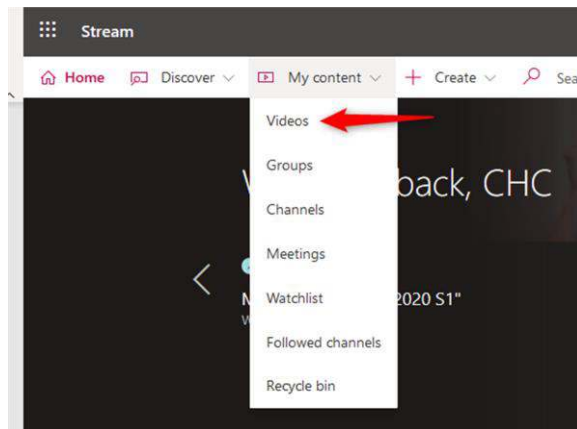
2. Find the video you wish to remove and click **Update video details**.
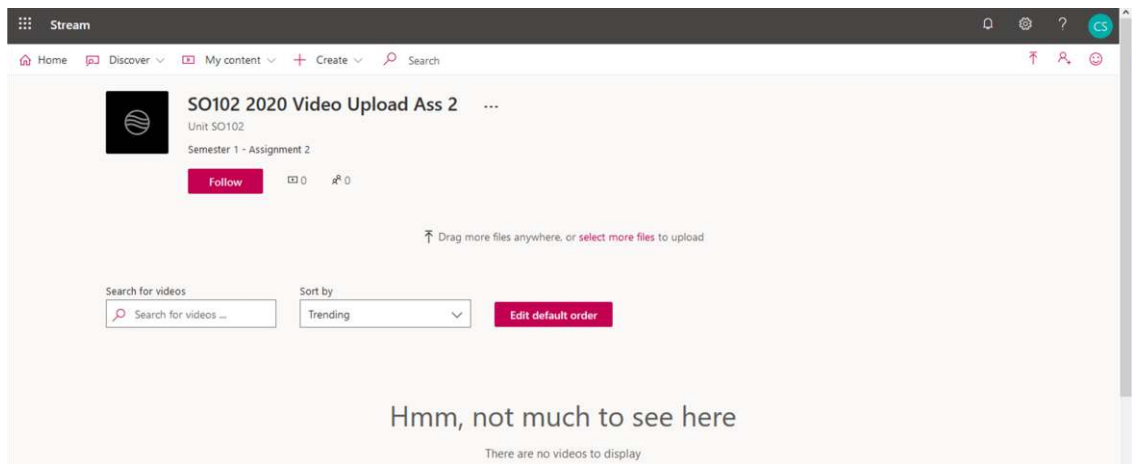

3. Under **Permissions**, click **X** next to the Group from which you wish to remove your video, then click **Apply**.

4. Go to **My content** > **Groups**, select your Group, then the **Channels** tab.
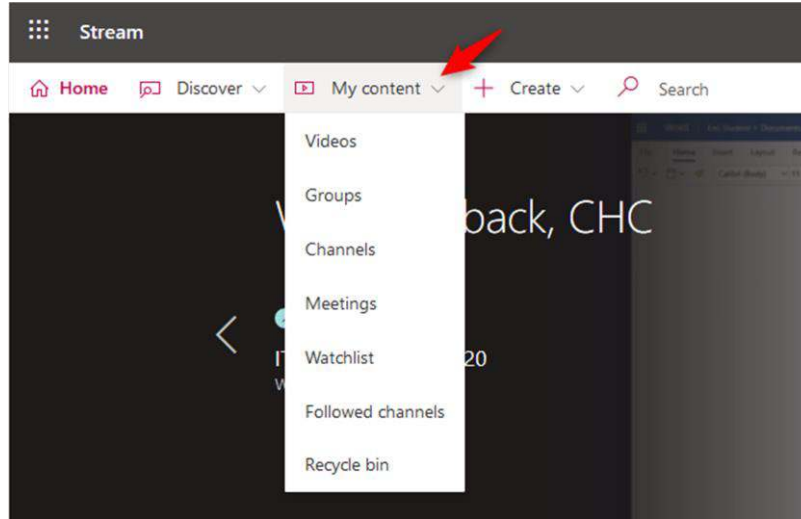

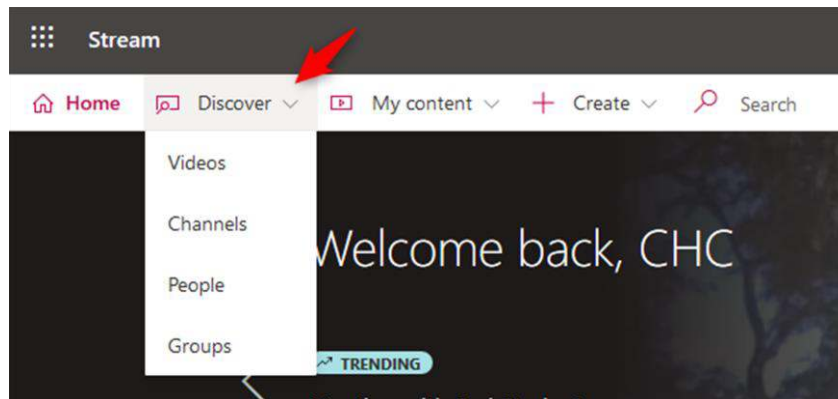5. Your video should have disappeared from your Group Channel.

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7. Finding Videos

1. To find videos that you have uploaded to Stream, go to **My content** > **Videos**.

2. To find videos that have been shared with you, go to **Discover** > **Videos**.

3. Select how you wish to search for the video (i.e. the name of the video, channel, person or group) and use the search box.

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