CHC

Microsoft Stream

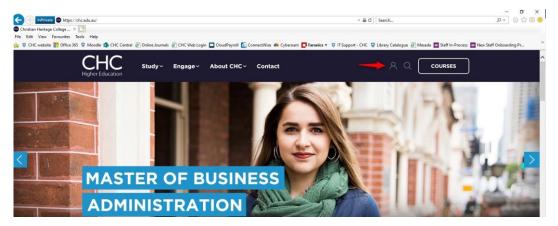
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1. Accessing Microsoft Stream

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 <u>www.chc.edu.au</u> and click on the **Portal** link.



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





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

Microsoft	
Sign in 🛛 🖌	·
Email, phone, or Skype	
Can't access your account?	
No account? Create one!	
	Next

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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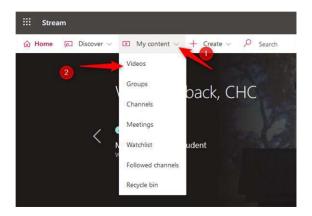


2. Uploading your video to My content area

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 <u>https://docs.microsoft.com/en-us/stream/input-audio-video-formats-codecs</u>

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).

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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.

Name	
IT Orientation PP 2020	
Description	
s111111 CHC Student	
Video Language 🛈	
English	
Thumbnail Uploading 92%	+

4. After uploading completes, it will start processing.

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s111111 CHC Student	
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English	\sim
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Processing 2%	
270	+



5. Once processing completes, you will see a message **Processing complete**, **ready to publish** at the top. Click on **Permissions**.

 Details 	
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IT Orientation PP 2020	
Description	
s111111 CHC Student	
Video Language 🕥	
English	~
Thumbnail	
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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.

> Details	
Permissions	
Share with ① My groups ~	Search for your groups
	Owner ① Display

Click Yes to Remove companywide access to this video?

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	any mac access to this viaco	Of IL WIII
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a will continue to hav	le access.	1
No	Yes	
	d will continue to hav	all companywide channels. People and groups yo d will continue to have access.



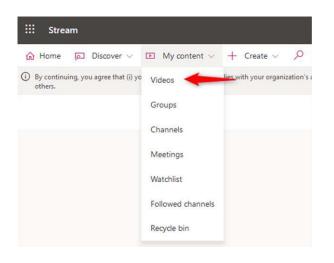
7. Scroll down and click **Publish**.

	Search for your group	s
Viewers ①	Owner (Display ()
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8. Your video file has been published.

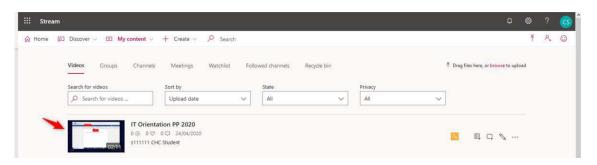
>	Details	
>	Permissions	
>	Options	
	🖄 Share	V Published

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

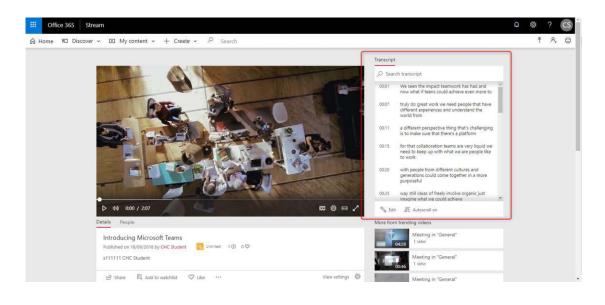


CHC

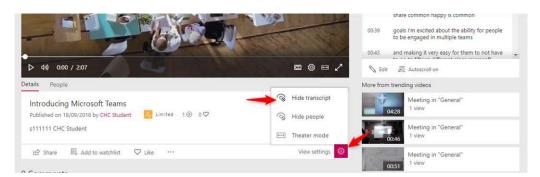
10. You will find your video that you have just uploaded in your **My content** area.



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**.





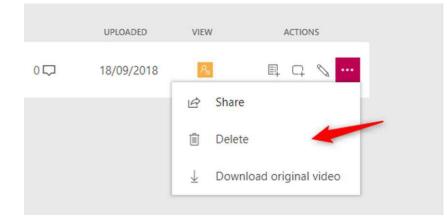


3. Deleting your video

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

Videos	Groups Channels	Watchlist Followed channels	ŝ		Ť Drag f	ies here, or select files to upload		
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	h for videos	P Upload date	~ All		✓ All	~		
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2. Select **Delete**.







4. Sharing your video with specific people

4.1 Assign permission

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

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		tion PP 2020 0 III 24/04/2020 C Student						8	L CL C			

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

Allow every	one in	your company to view this video ①
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hared with ①		
	0.00	Search for your groups
My groups	\sim	Scalen for your groups
My groups My groups	~	search for your groups
	~	Owner ① Display ①

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.

Permissions		
Allow ever	ryone in your company to view this video (0
Shared with ①)	
People	✓ joe smith	
	ith joe.smith@chc.edu.au	
Viewers ①		lay 🛈



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

Permissions	
Allow everyone ir	n your company to view this video ①
Shared with ①	
People V	Search for People
People V	Search for People
Viewers ①	Owner ① Display
Viewers ①	

*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**.

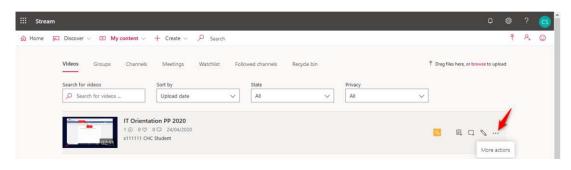
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		1
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Allow everyone in your company	to view this v	ideo 🛈
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IMPORTANT: To ensure that the person knows that you have shared your video with them, **please follow the steps below to send them the link of your video by email.**

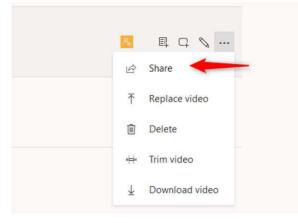


4.2 Send the link

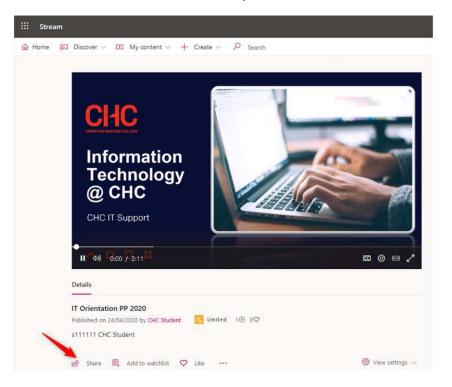
1. Click on the three dots (More actions).



2. Select Share.*



*You can also select **Share** from under your video.

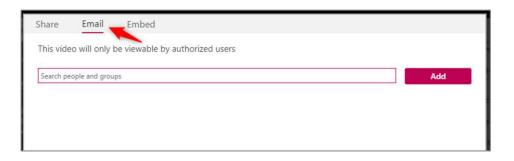




3. A share dialog appears. Copy the link URL by clicking **Copy**.

Direct link to video		
https://web.microsoftstream.com/vide	o/81e69cef-6973-4316-8c4d-03ad0781dfd3	Сору
Share with		
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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**.

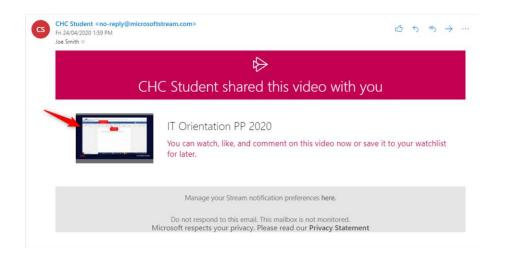
Share	Email	Embed	
This vide	o will only l	e viewable by authorized users	_ 0
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	Joe Smith joe.smith@chc.e	u.au	
		0	



6. Click Send and close.

Share	Email	Embed								
This vide	o will only b	e viewable b	y authori	ized users						
Search pe	ople and group	DS .								Add
×R	Joe Smith joe.smith@ch	c.edu.au								
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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.

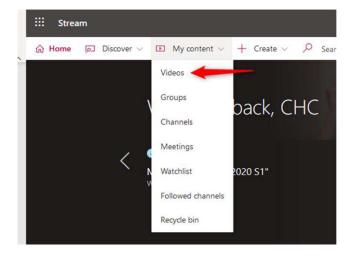






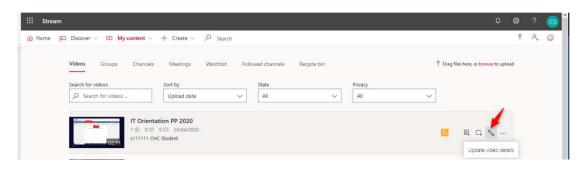
5. Sharing your video in your Group Channel

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.

Permissions	
Allow everyo	one in your company to view this video \odot
Share with 🛈	
Share with ① My groups	✓ Search for your groups
	Search for your groups
My groups	Search for your groups Owner O Display O

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.

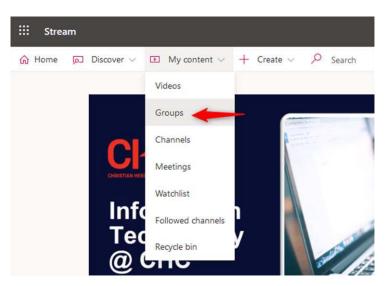
Allow every	one in your company to view t	his video 🛈
hare with 🛈	1	
My groups	✓ Unit SO102	
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SO102	2020 Video Upload Ass 2 🔫	-

- 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.

		2
Permissions		
Allow everyone in your compa	ny to view thi	s video 🛈
Allow everyone in your compa Share with ③ My groups	2 * 2000 - 10 - 200 52013	s video 🛈
Share with ①	2 * 2000 - 10 - 200 52013	s video ① Display ①



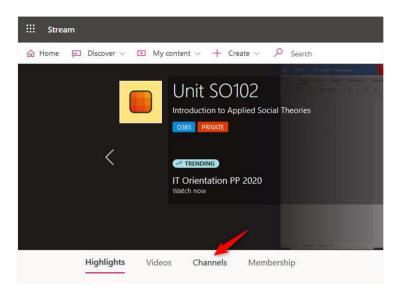
6. Go to My content > Group



7. Select your **Group**.

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	Videos Groups Channels	Meetings Watchlist Followed channels	8
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	Sort by Name	7	
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		Theories	
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8. Select the **Channels** tab.





9. Click on the channel.

Highlights Videos Channels	Membership Sort by	
Search for channels	Number of followers	~
SO102 2020 Video Semester 1 - Assignment 2		
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Follow		

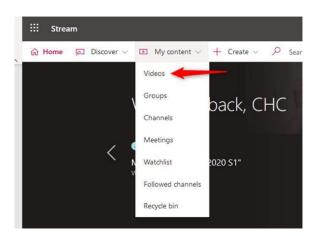
10. You will find your video and the other videos that your Group members have shared in the Group Channel.

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SO102 2 Unit SO102 Semester 1 - As Follow	220 Video Upload Ass 2 ینویسیور یا بیشی متن بیشی			
Search for videos	Trag more files anywhere. or select	more files to upload		
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6. Removing your video from your Group

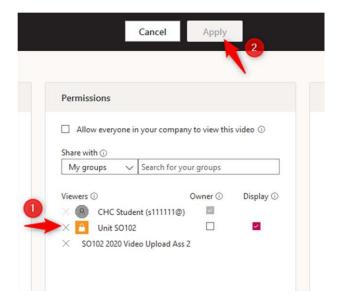
1. Go to **My content** > **Videos**.



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

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	Videos Groups Channels	Meetings Watch	list Fol	lowed channels	Recycle bin			Ť Drag files I	here, or brow	rse to uple	oad		
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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.

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

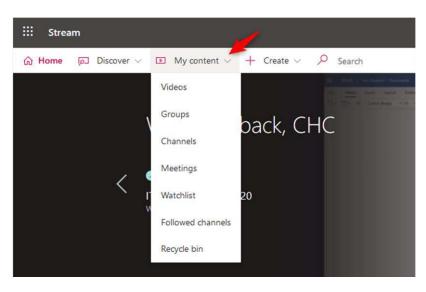
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Search for videos Sort by Edit default order				
Hmm, not much to see here There are no videos to display				



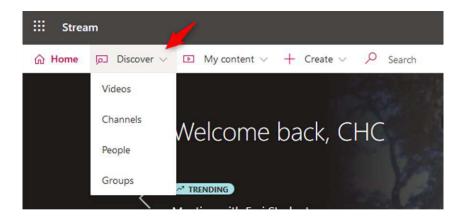


7. Finding Videos

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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	Videos Channels People Groups		
	Search for videos	Sort by	
	O Search for videos	Trending	~

