

# Microsoft Stream

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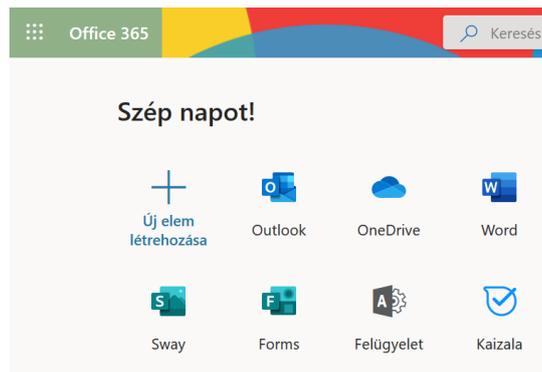
## 1. What is Stream solution used for?

This Office 365 service allows you to upload and share videos just like YouTube.

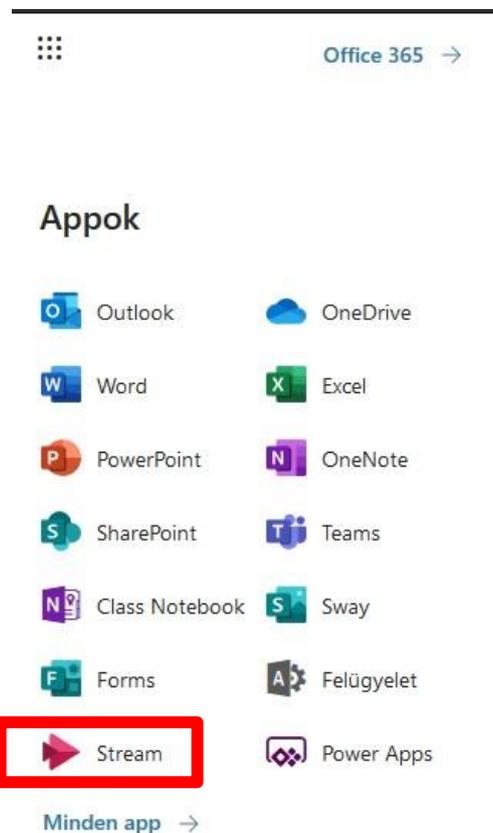
## 2. Where can I reach my Stream account?

At <http://office.com> sign in with your university account. (Your email address and Cusman password)  
When you open the top left menu you can select Stream.

Office 365 opens with the following screen when logged in:



In the top left corner you find its Start menu under  icon. You can select from the different apps here.



If you cannot find the icon for Stream, click on “All apps”.

### 3. Why shall I use Stream instead of YouTube? Why is a better solution for me?

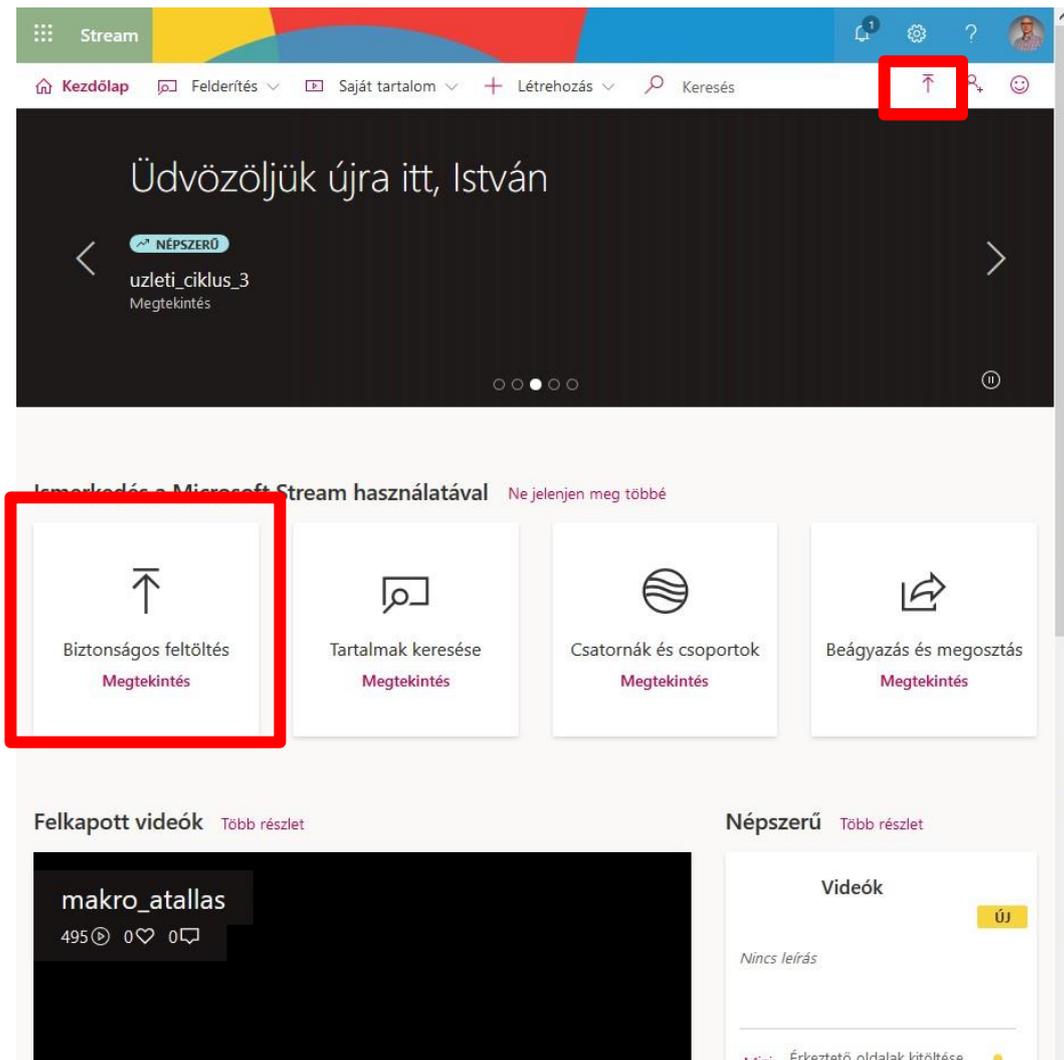
From privacy and copyright point of view, Stream is a more beneficial solution for you than YouTube, as videos uploaded here are only accessible by university citizens (by those who have a university email account). The access can be restricted to even fewer people, to a Teams group or even to a few people only.

Stream offers automatic searchable subtitles. (In the languages available in Streams)

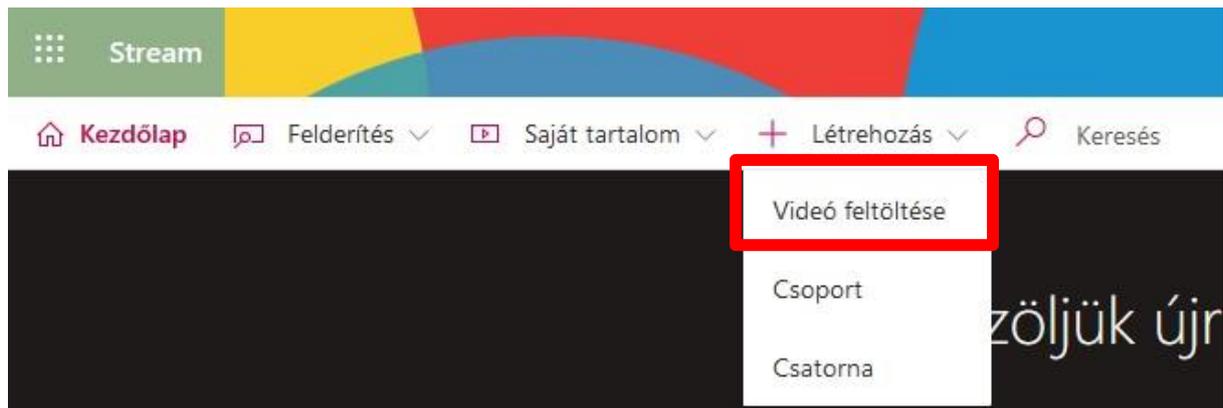
The video is not available without login, not even if you have the link to it, to protect copyright and leakage of study materials.

#### 4. Where can I upload my video?

When you open Stream you meet a screen shown below. It offers an immediate upload either when you click on the upload icon near the top right corner, or another functional button down below. (In the bigger red frame)

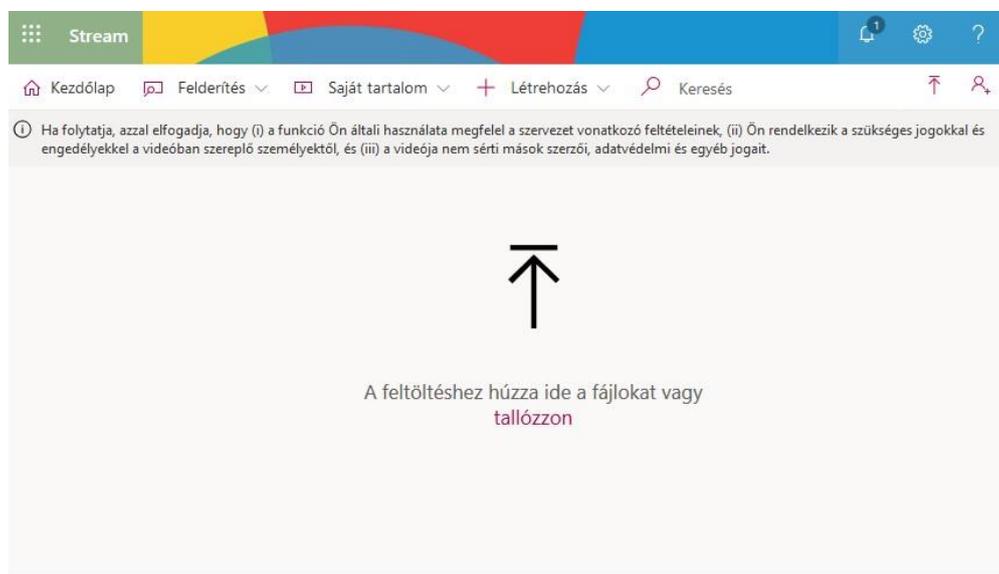


You reach the same function underneath “My content”->“Videos” in the menu bar.



## 4.1. How to do the upload?

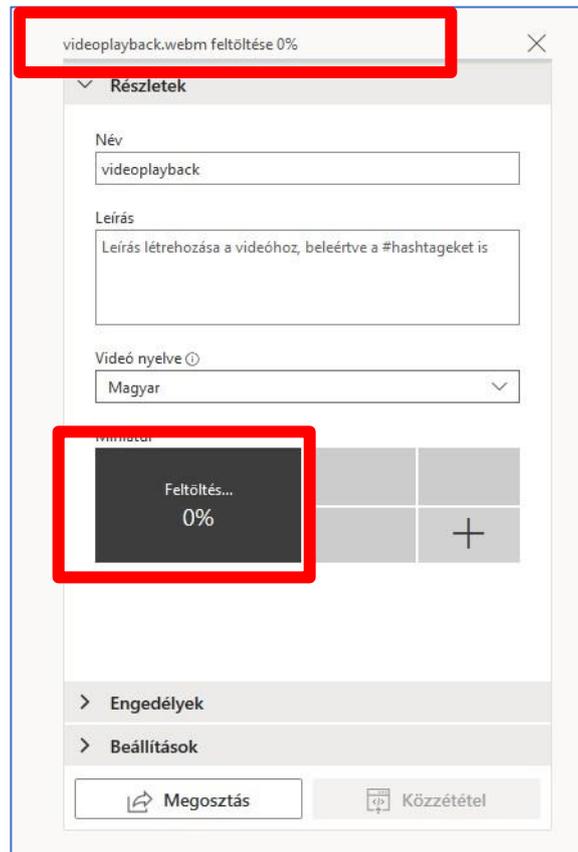
When you choose any of the three described ways the related screen opens:



Here you have two options for uploading a file:

- either you use “Drag and drop” – the same way as you would do it when you move files between windows,
- or click on “Browse” to start to choose and upload the file.

After you select the file to upload, the process starts. The time of the process depends on the size of the file and the speed of the internet. Its status is displayed in the window in %.



## 4.2. Details of the video

During upload you can start enter some details of the video. (See the input sections above.)

### 4.2.1. The title (name) of the video

By default it is the name of the file, but is suggested that you rename it for something more expressive. It can be related to the name of the course (the name of your Teams group) or to its content.

### 4.2.2. Description

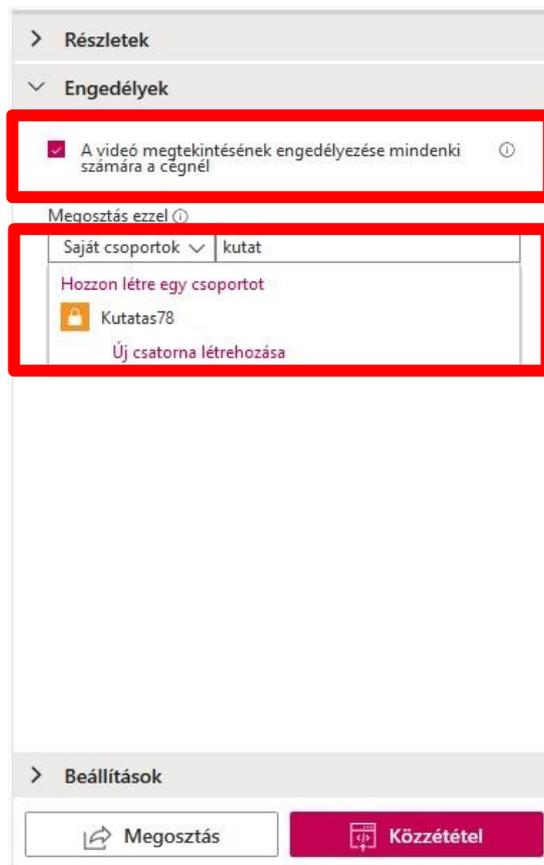
Here you can give a bit more detailed description about the content of the video.

### 4.2.3. Language

By specifying the language Stream can generate a searchable text (subtitle) to the video. It is available for the following languages: English, Chinese, French, German, Italian, Japanese, Portuguese and Spanish.

## 4.3. Permissions

The default settings for permissions that anyone within the organization is allowed to see the video. If you do not want this, unmark the square. (first frame in the picture below)



You can also assign the video to a groups in Teams. When you start typing the name of the group, the possible ones appear. You must be a member of the group you want to share your video with. (In the picture it is “Kutatas78”)

These settings can be done later, too.

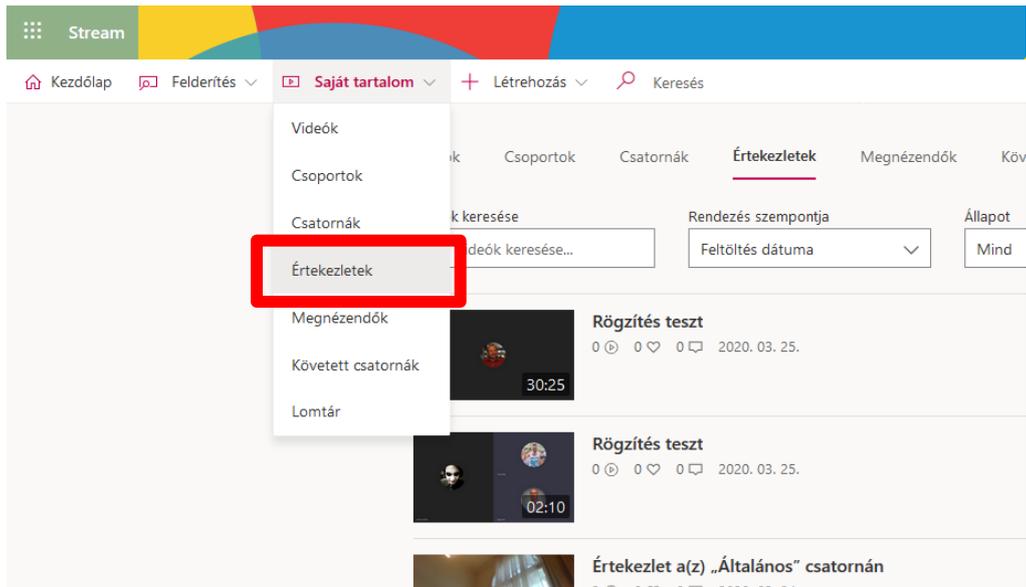
If you do not wish to share or publish the video, just close the window by clicking on X in the top right corner when the upload has finished.

## 5. Can I also find the recordings made in Teams here?

Yes, you can. You find videos recorded in Teams under “My content”->“Meetings” in the top menu bar.

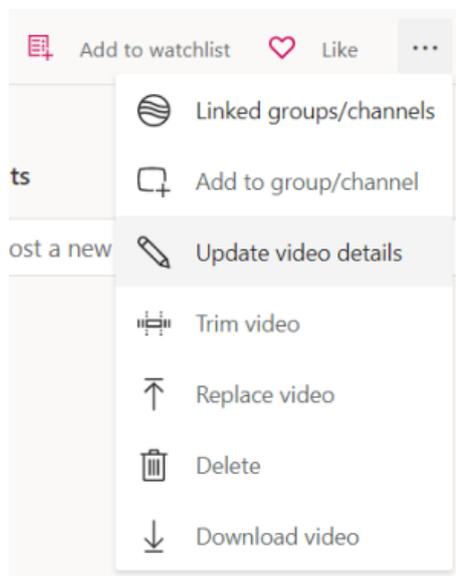
The videos you see here were recorded by you or belongs to recorded lectures you attended.

The owner of the video is always the person who started the recording, all the others can view them only. That is the reason it is recommended that the lecturer start the recording. That is the only way he(he) has the full control over the video.

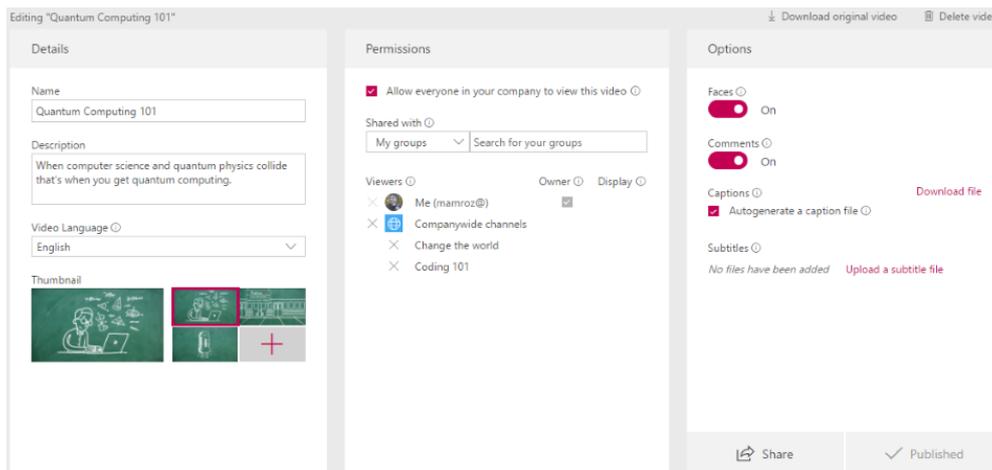


## 6. How can I edit the information about the video or its settings and permissions?

Click on the video whose related information and settings you want to edit. Under the video you see three dots. Click on them to open the pop-up menu and find "Edit video details"



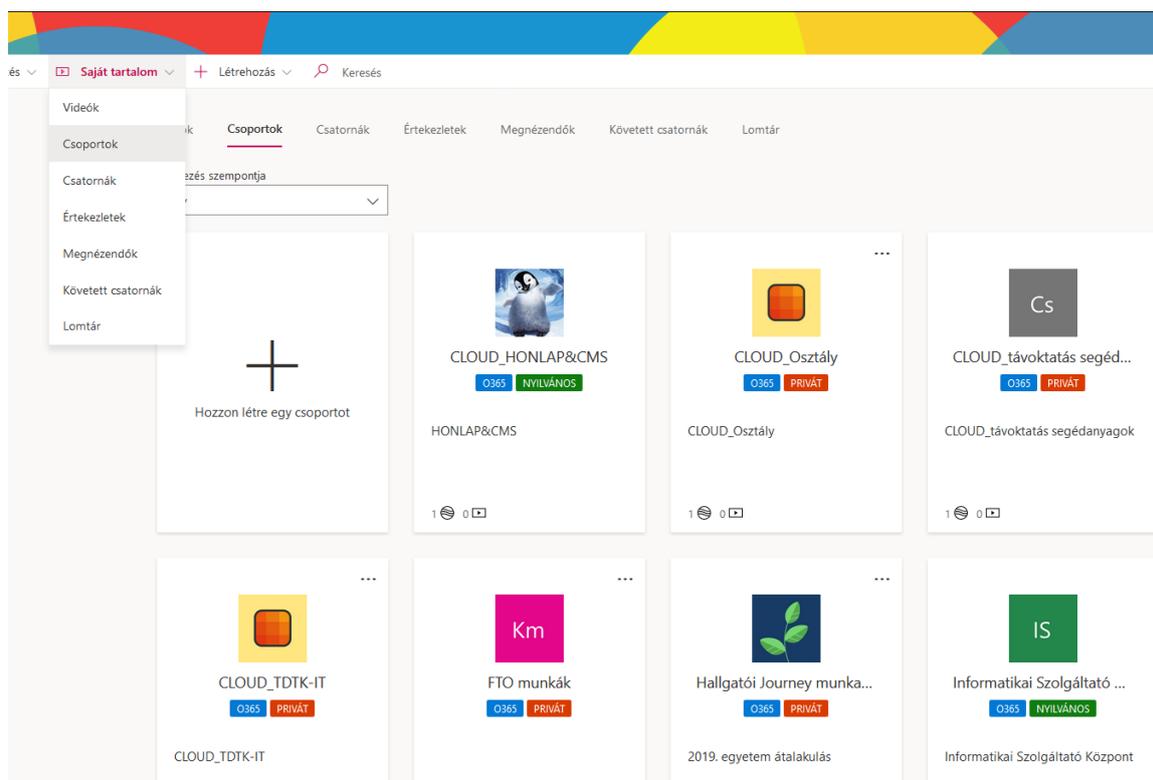
In the window displayed you may edit the same details as the ones you are able to edit while uploading. The only difference is the display of the editable sections (panels): they are placed next to each-other. Both their content and functions are the same as before.



## 7. Is there a connection between Teams and Stream?

Yes. The calls (the lectures) recorded in Teams are automatically available by you here. They are also shared with all the participants of the call by default.

Videos uploaded to Stream can only be shared with Teams groups you are a member of. The video is only available by the members of the group added. One video can be shared with several groups.



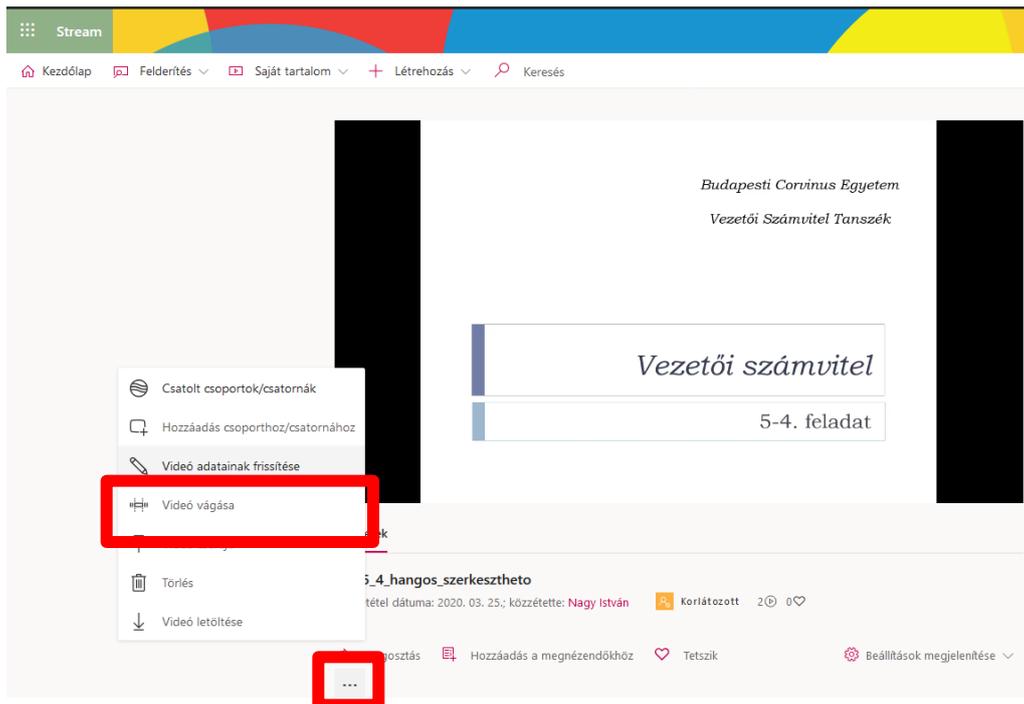
Your Teams groups are listed in Stream. You find them under “My content”->”Groups” in the menu. You also see how many videos belong to a group (how many are shared with the group)

## 8. Is it possible to edit the video itself?

Stream offers very little possibility to edit your video. The only option is trimming it at its beginning or at the end.

### 8.1. How to trim your video?

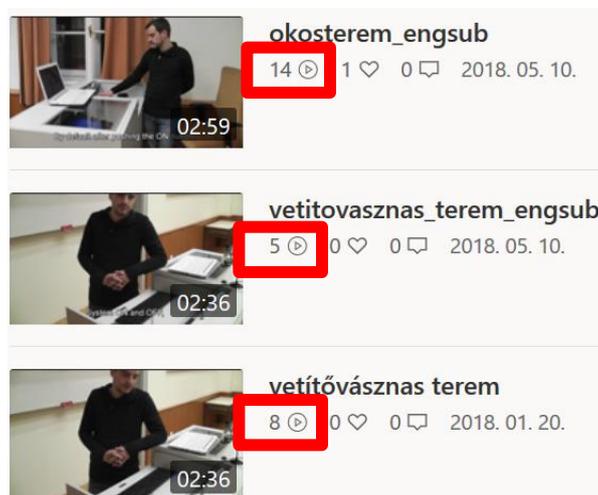
Find the video you want to trim. Click the More action icon (three dots) and choose “Trim video” in the pop-up window.



Use the trim handles to select the trimming points as the screen suggests you.

## 9. How do I know how many people have seen the video?

When you list your videos at My content->Video you see a counter next to each video. That shows you how many people have seen it.

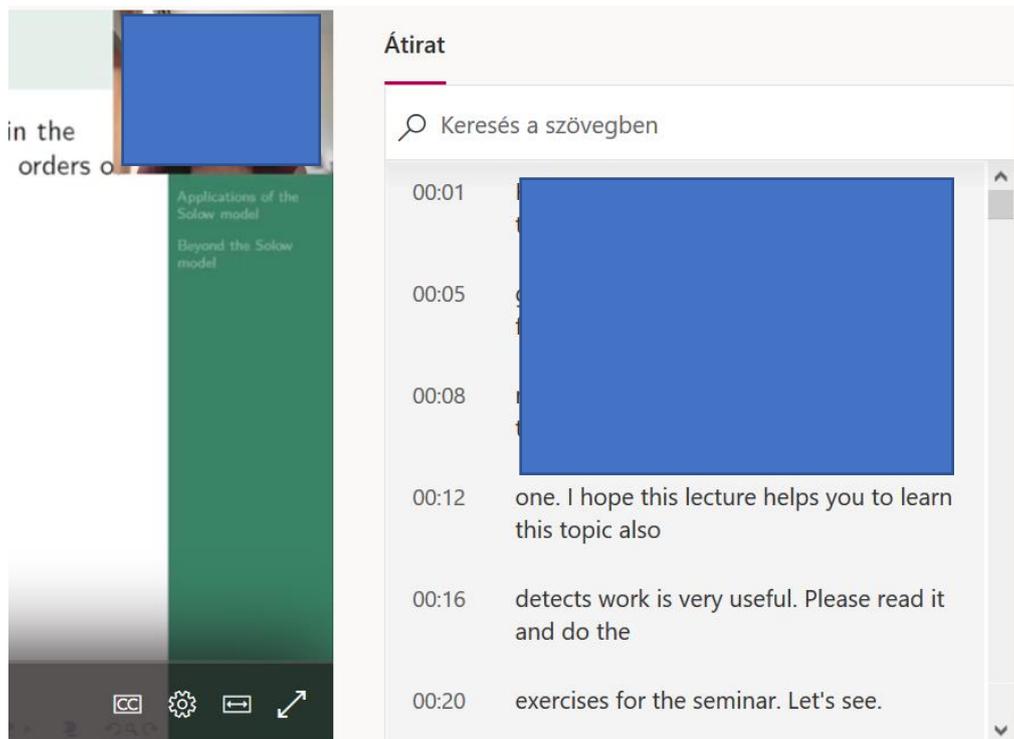


## 9.1. Can I check who has seen a video?

No, you cannot. The system does not provide a possibility for that.

## 10. How does automatic subtitling work?

When you set a language for the video recognizable by the system (English, Chinese, French, German, Italian, Japanese, Portuguese, Spanish) the subtitle is prepared for the video automatically.



The text generated is searchable and if you click on the piece of text the video jumps to the appropriate part, so it is easy to find and watch that part.

## 11. What file formats are accepted?

- FLV (with H.264 and AAC codecs) (.flv)
- MXF (.mxf)
- GXF (.gxf)
- MPEG2-PS, MPEG2-TS, 3GP (.ts, .ps, .3gp, .3gpp, .mpg)
- Windows Media Video (WMV)/ASF (.wmv, .asf)
- AVI (Uncompressed 8bit/10bit) (.avi)
- MP4 (.mp4, .m4a, .m4v)/ISMV (.isma, .ismv)
- Microsoft Digital Video Recording(DVR-MS) (.dvr-ms)
- Matroska/WebM (.mkv)
- WAVE/WAV (.wav)
- QuickTime (.mov)

The full specification is available at

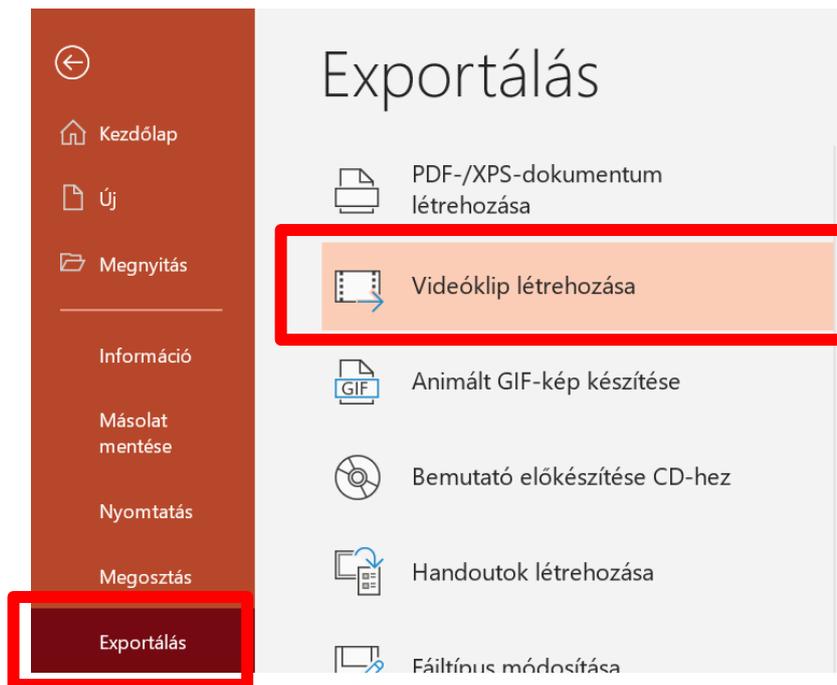
<https://docs.microsoft.com/en-us/stream/input-audio-video-formats-codecs>

## 12. How can I make a video in Stream from a PowerPoint slide show?

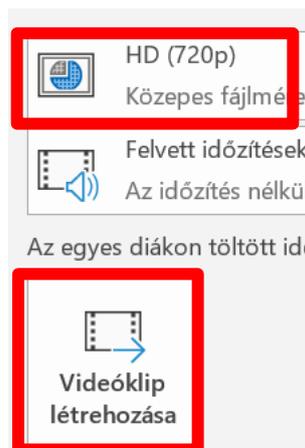
First create your presentation with narration if possible.

[You find detailed description about how to do it if you click on this link.](#)

When the file is prepared and is open in Office 365 PowerPoint, click on Export in the File menu and choose Create video.



If your presentation mainly contains a slide show, choose 720p for the best quality and start the creation.



The mp4 output file can be uploaded to Stream as seen before.