



# RECORD WITH STREAM

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# About Our Training

Practice the tools we use today!



**Overview of  
Stream**



**How to Record  
with Stream**



**How to Put  
Forms in Stream**



**How to Embed  
Videos**

# Minimize Zoom

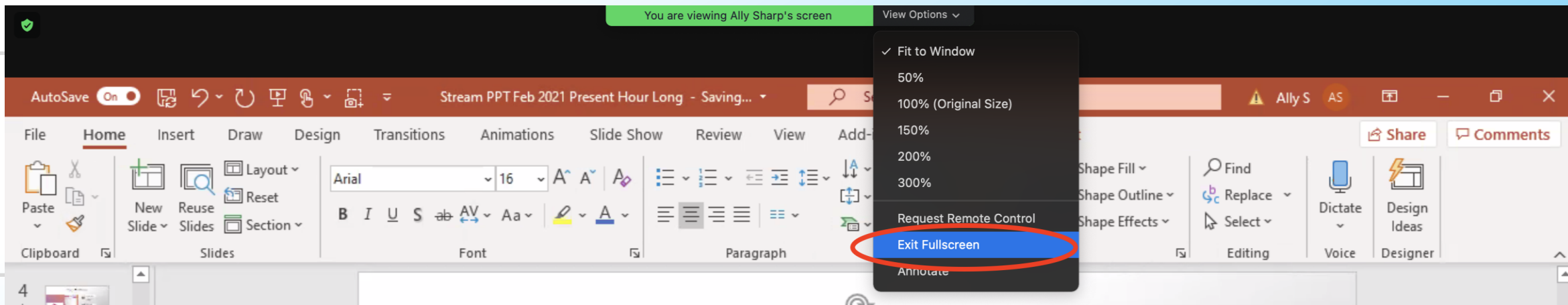
Minimize Zoom if you want to see these options in Office 365.



# 01

## Click on View Options.

at the top of the screen



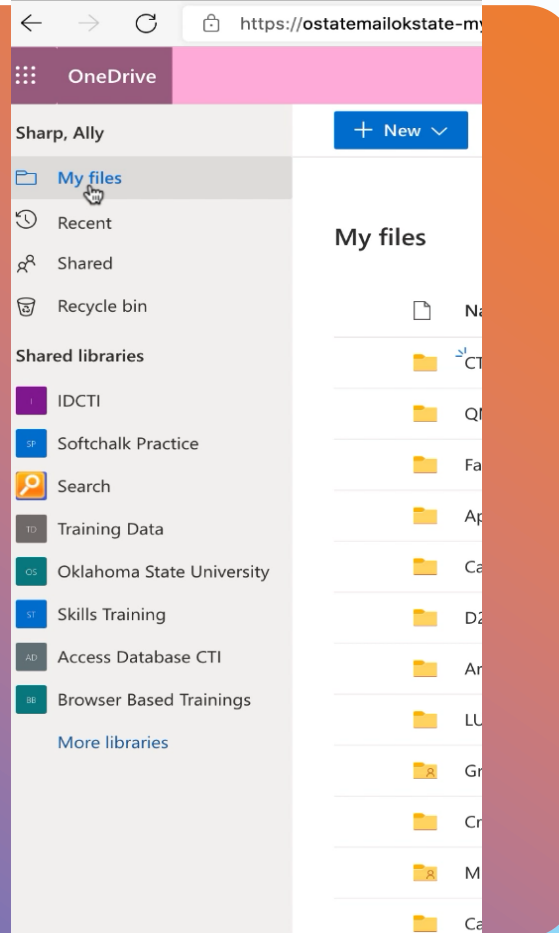
# 02

## Choose Exit Fullscreen

To make Zoom large, go back to that list and choose return.

# How to Find Stream

Use Stream in your web browser.



01

## Office.com

Log in with your Office 365 email and Password

02

## App List

Find the Stream app

03

## Explore

Get to know the tools

# Practice Finding Stream

Use Stream in your web browser.



## 01

### Office.com

Log in with your LU email and Password

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## 02

### App List

Find the stream app

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## 03

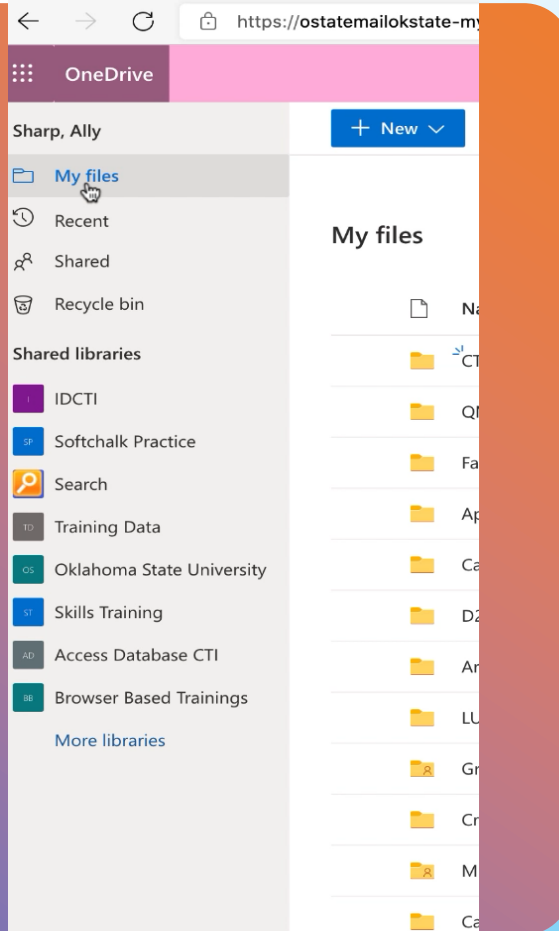
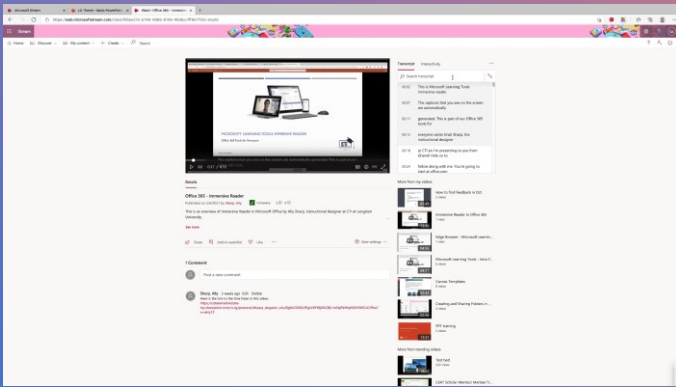
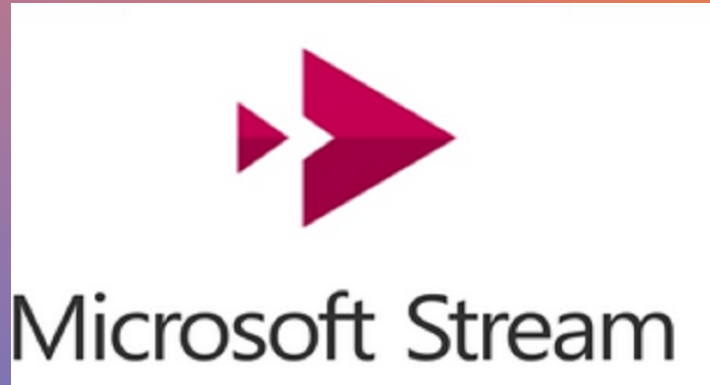
### Explore

Get to know the tools



# Why Use Stream?

Use Stream in your web browser.



01

## Web-Based

Record, upload, and stream from your browser.

02

## Accessible

Automatically creates searchable transcripts

03

## Office 365

Easy to save, share, and embed with our Office 365 subscription.

# How to Navigate Stream

Use Stream in your web browser.



# 01

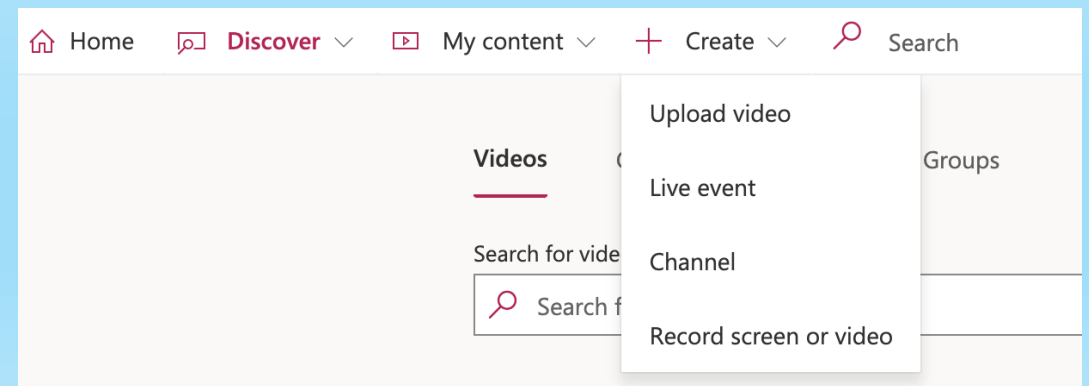
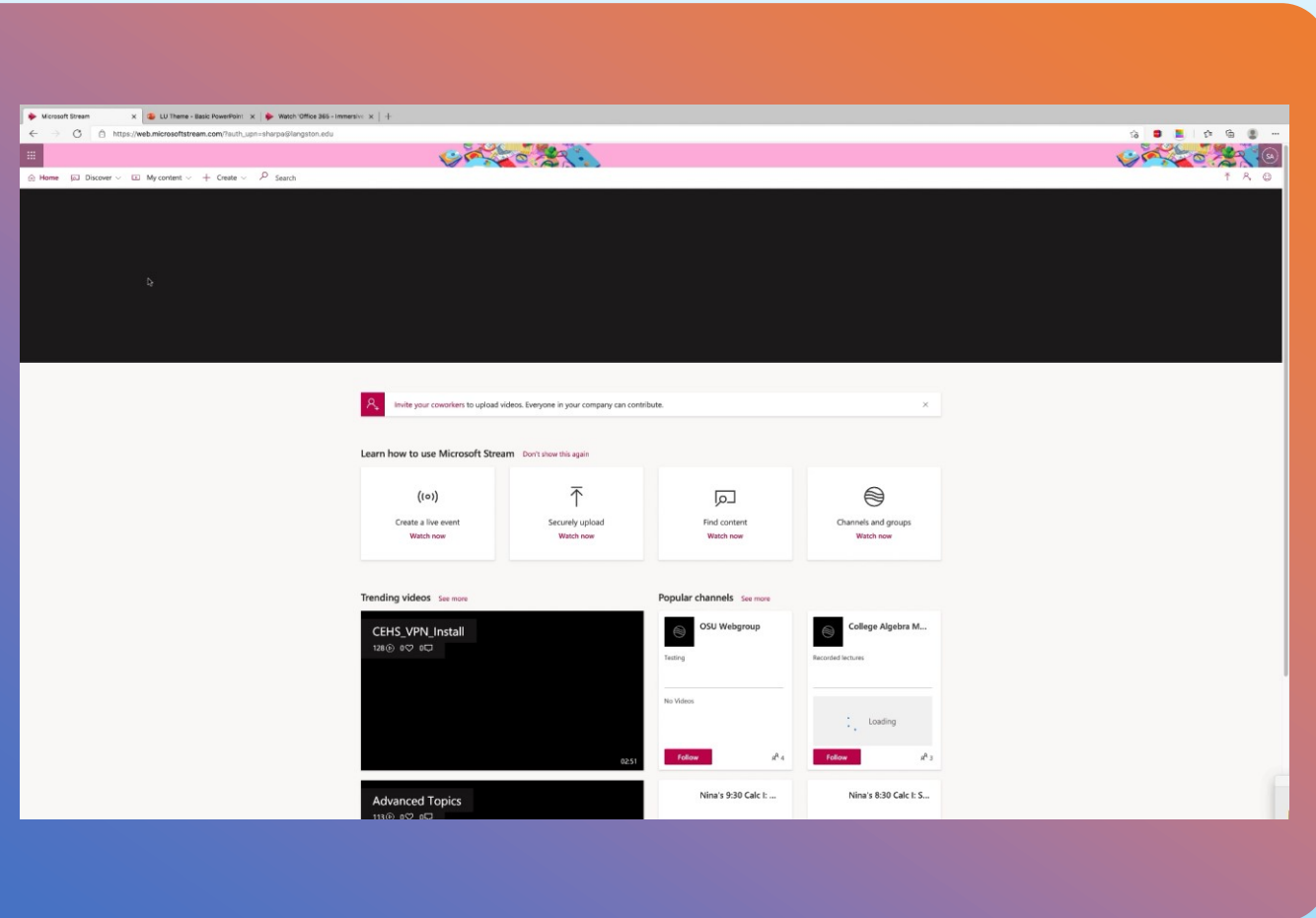
## Main Screen

Carousel of videos and tutorials

# 02

## Top Menu

Home, Discover, Content, Create, Search





# Record a Video with Stream

Use Stream in your web browser.



# 01

## Have your screen ready

Pro tip: follow an outline

# 02

## Open Stream

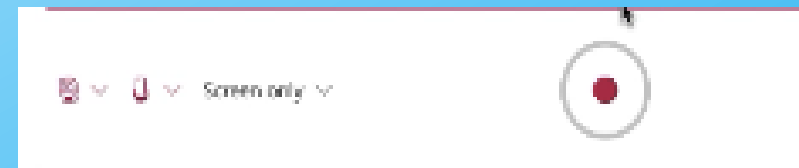
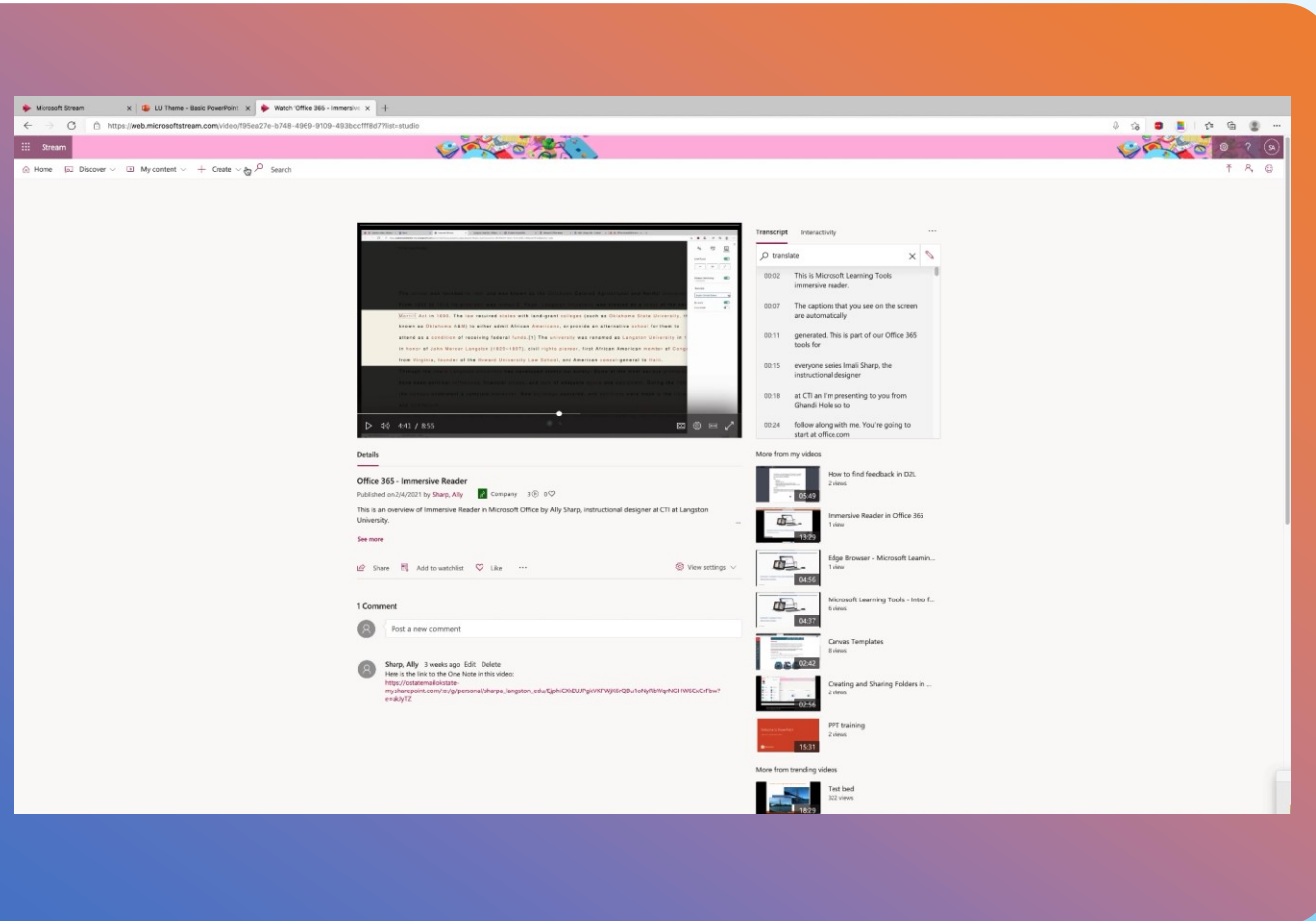
Go to Create – Record Stream

# 03

## Record!



After you press the red record button, you will choose the screen.



# Practice Recording Your Screen

View Options – Exit Full Screen

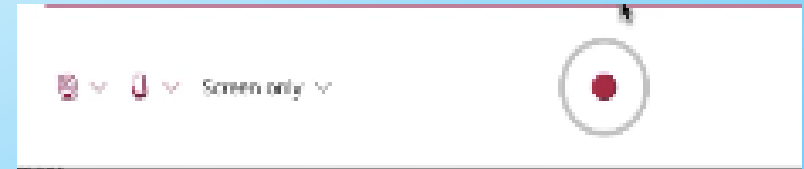


**01** Open a PowerPoint

**02** Go to Office.com and Open Stream

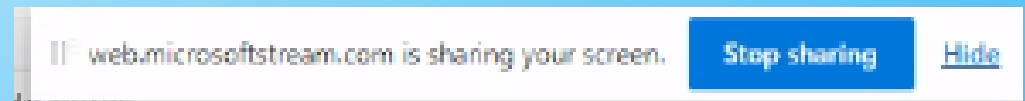
**03** Create – Record Screen or Video!

**04** Screen Only - Record!

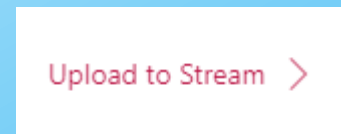


**05** Choose your screen and go through PowerPoint

**06** Stop Sharing

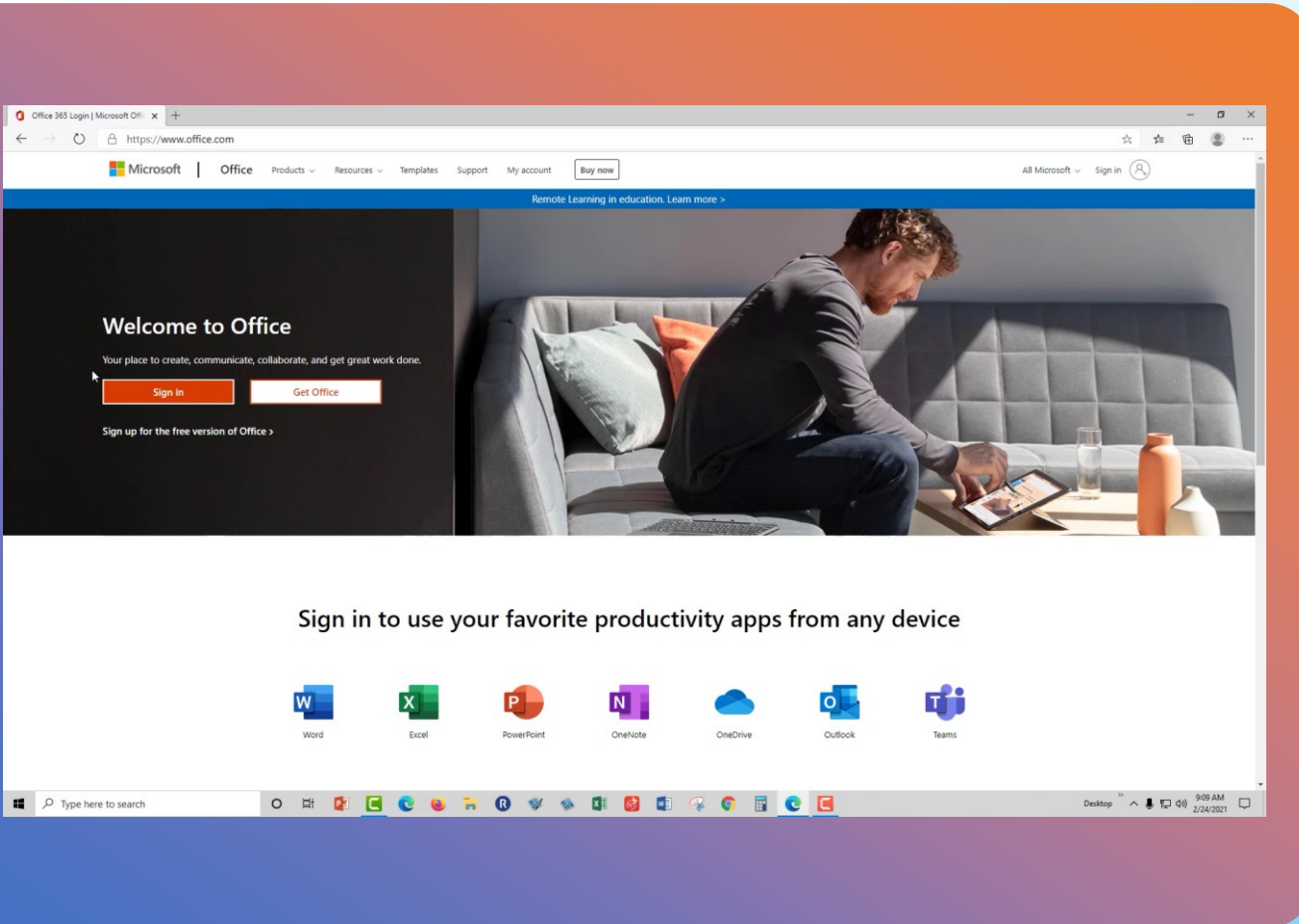


**07** Upload to Stream



# Upload a Video with Stream

Use Stream in your web browser.



01

## Create – Upload video

You don't have to stay and watch – it will email you.

02

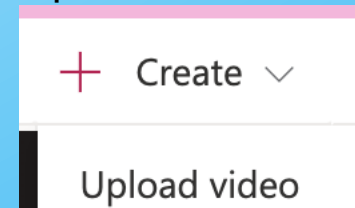
## Select or drag videos

Use Ctrl+Shift to select multiple videos

03

## Options & Publish

You can change options after you publish.



# Stream Process

You will get an email when it is done.



# 01

## Create or Upload video

Once you upload, Stream will process the video

# 02

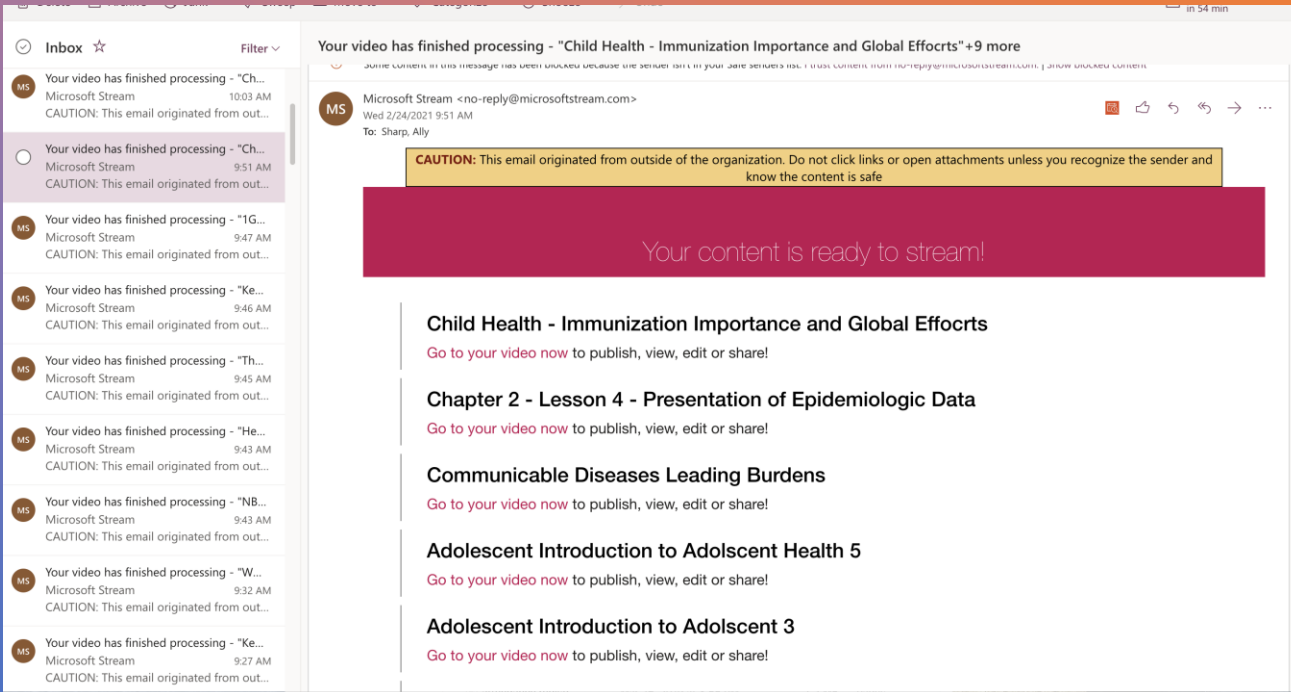
## Check Email

You will get an email alert with a link to the video.

# 03

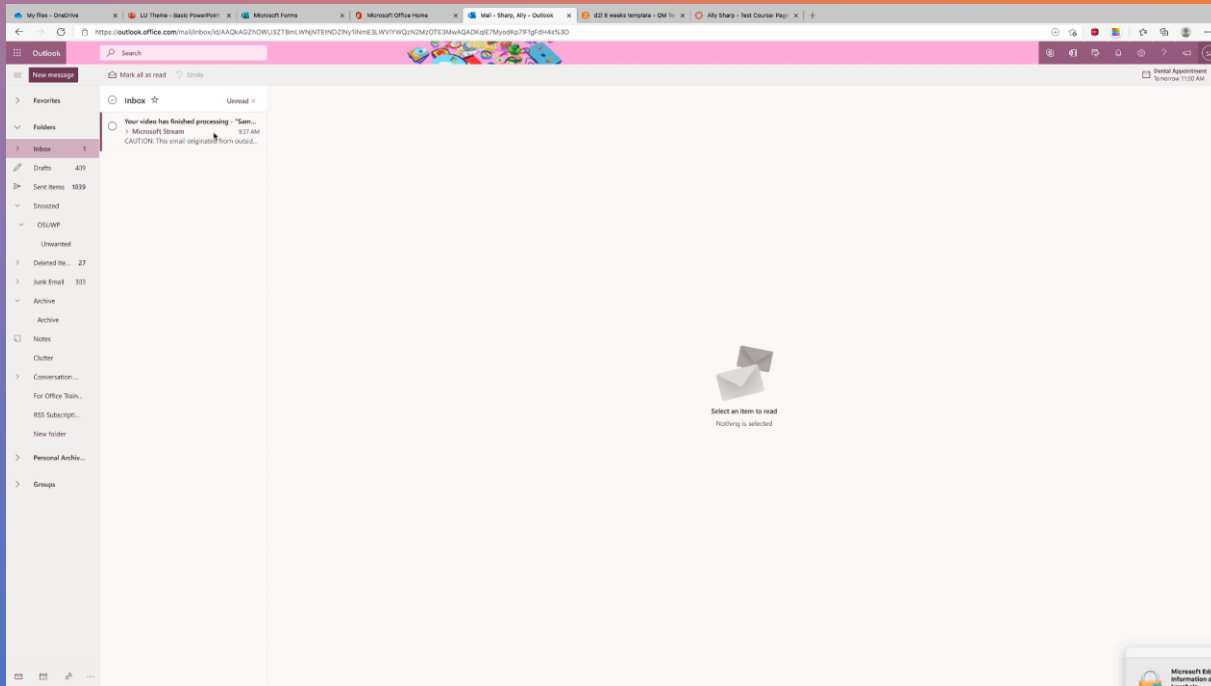
## Trim & Test

Check the sound, trim the video, and set options.



# Adding Forms

Forms are good for surveys and quick checks.



01

**Make the form first**

Copy the share code from Microsoft Forms

02

**Paste the form**

Find the Stream app

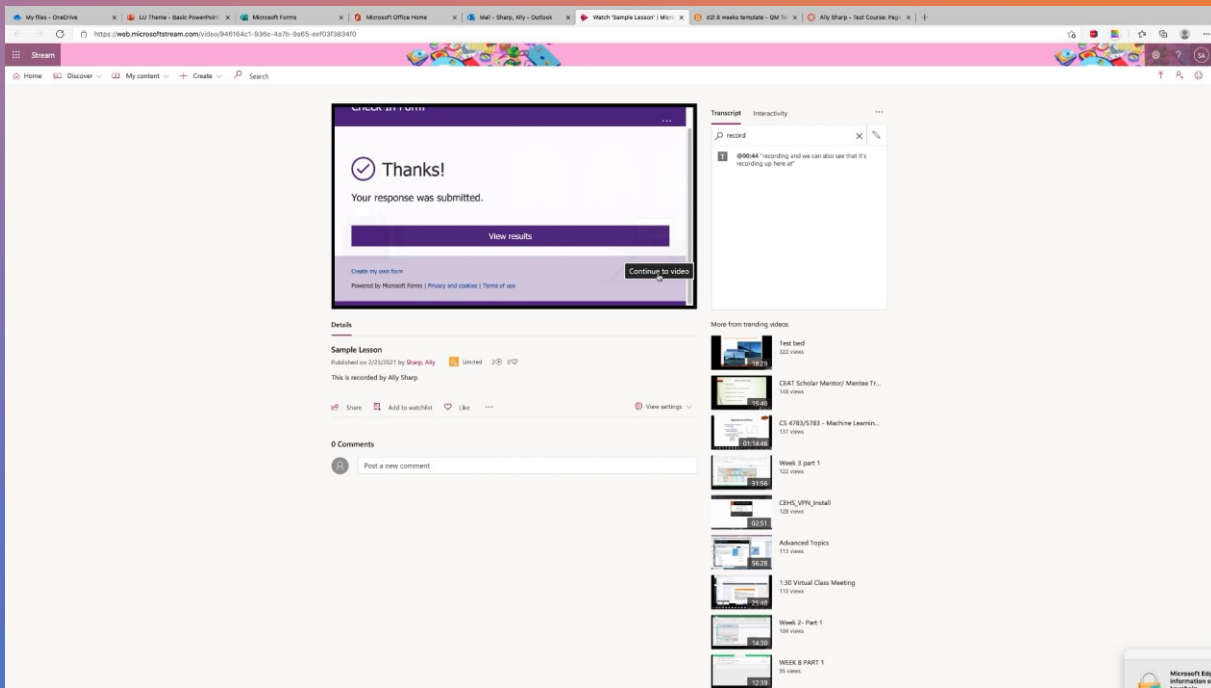
03

**Test the form**

The form will pop up at the designated time.

# Embed Videos

Students can watch directly in the Online Classroom.



## 01

### Select Share

You can choose to share from a specific time.

## 02

### Copy Embed Code

You can use the default settings and press copy.

## 03

### Paste into the LMS

The searchable transcript is available in the video.





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