# Microsoft Stream | Share content from Stream to Teams

When an online meeting or class is recorded via Microsoft Teams, the recording is processed, and the video saved in the Stream app. The default privacy setting for these recordings is to restrict access to only those who participated in the recorded meeting. This guide provides an overview on how to share these recordings saved in Stream to a class team in Microsoft Teams.
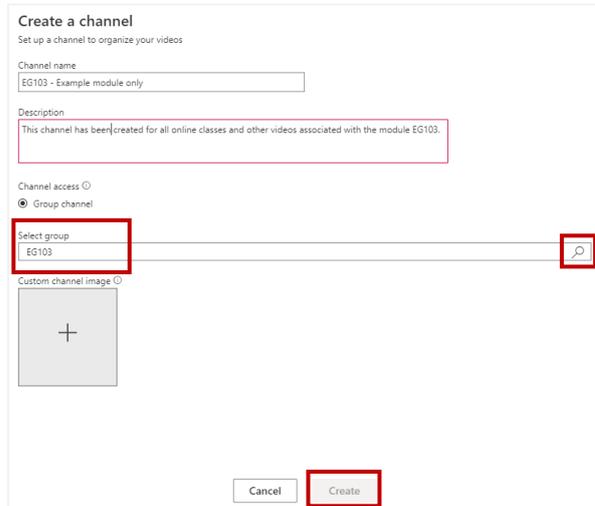
The **use case** demonstrated is as follows: you have recorded online classes via Teams or other application, and you wish to share this content with your class group via Microsoft Teams.

Step 1: Create a channel in the Stream app

1. Open a browser and navigate to *portal.office.com*, Sign In and select *Stream* from the list of available apps. Alternatively, browse to https://web.microsoftstream.com/ and sign in.
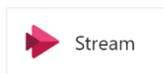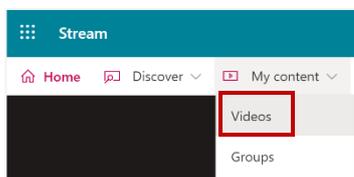

2. Select *Channel* from the *Create* drop-down menu.

3. Enter a Channel name and a description if required. Enter the name of the relevant team in the space provided, select the search icon and select the team from the list of returned search results. Finally, click *Create*.


Step 2: Add one or more videos to a channel

1. Select *Videos* from the '*My content'* drop-down menu; all your video content will be displayed.
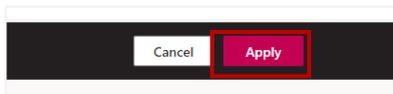
2. Select *'Update video details'* (pencil icon next to a video) to view video details, permissions and options.
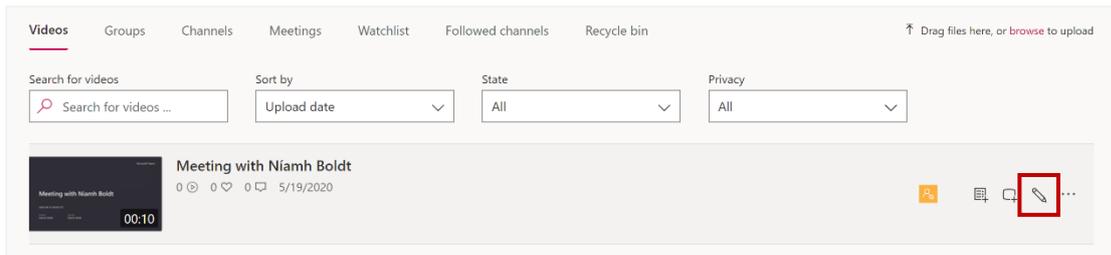

3. Select *Channels* from the drop-down menu. Enter the channel name in the search field, select the search icon and choose the channel (created in step 1 above) from the list of search results.
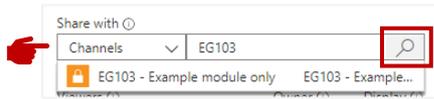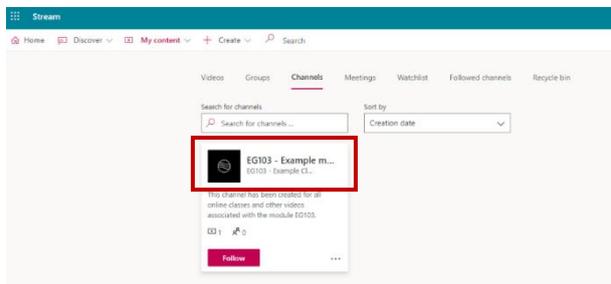

4. Click *Apply*.

5. This video will now appear in the selected Stream channel (*My content > Channels*). You may also drag and drop further video content into this channel at any time, ready to share with your class team.
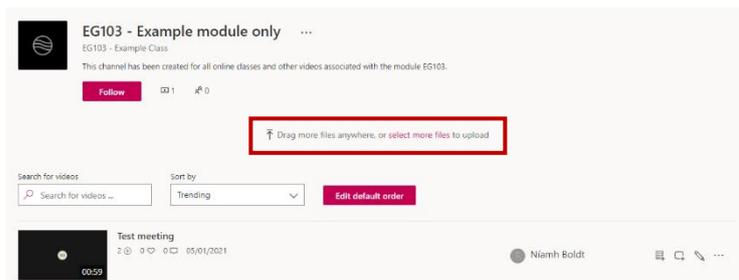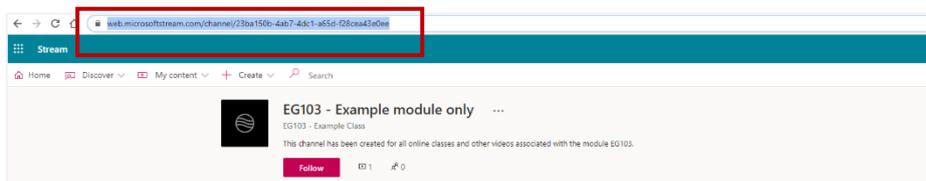

Step 3: Get the direct link to a Stream channel

1. Select *Channels* from the *'My content'* menu.

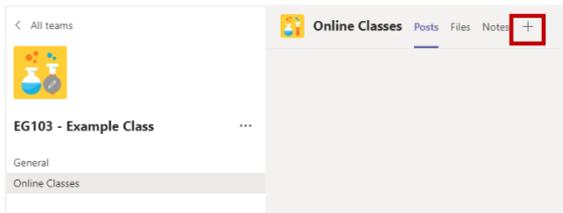2. Choose the required channel – EG103 will be used in this example.

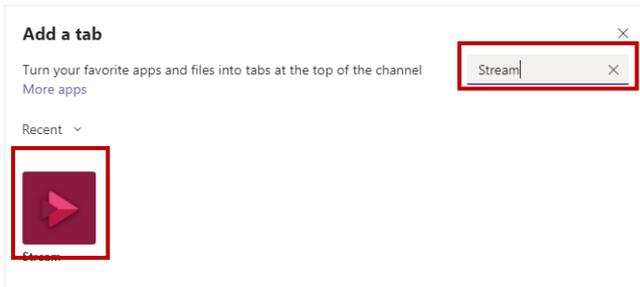3. Copy the full browser link in the URL address bar.

# Step 4: Create a shortcut from Stream to Teams

1. Open Microsoft Teams and select the relevant class team from your dashboard - EG103 will be used in this example.

2. In any of the available channels, select the *'Add a tab'* icon.

3. Search for and select the *Stream* app.

4. Paste (Ctrl + v on your keyboard) the URL of the channel (copied in step 3 above) into the space provided. Select the channel from the populated results. Provide a tab name and click *Save*.
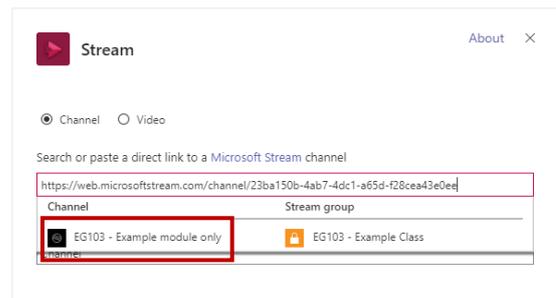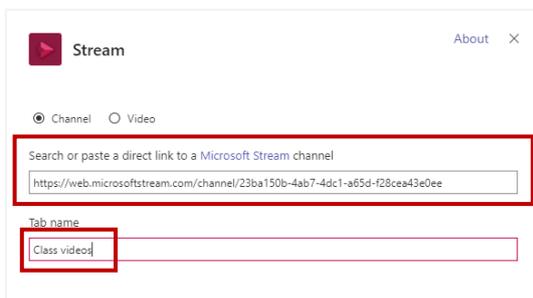

5. Any videos added to this channel in future, will appear in the newly created tab in Teams, as shown below.
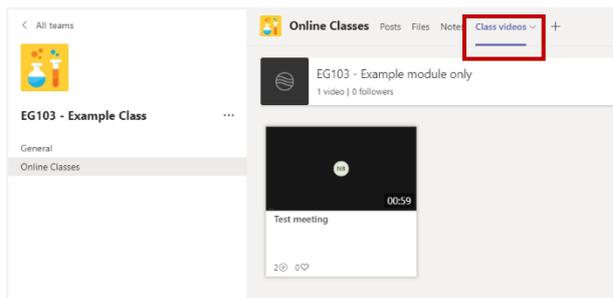
To remove access from one or more people

If you are using Teams to record your classes/meetings/group work, etc., **please ensure that the recording is limited to the relevant Team or group of meeting participants, and not public to the organisation, i.e. all staff and students of both MU and SPCM**. This advice also applies to video content uploaded directly to Stream.

1. *Stream > My content > Videos > 'Update video details'* (pencil icon next to a video)
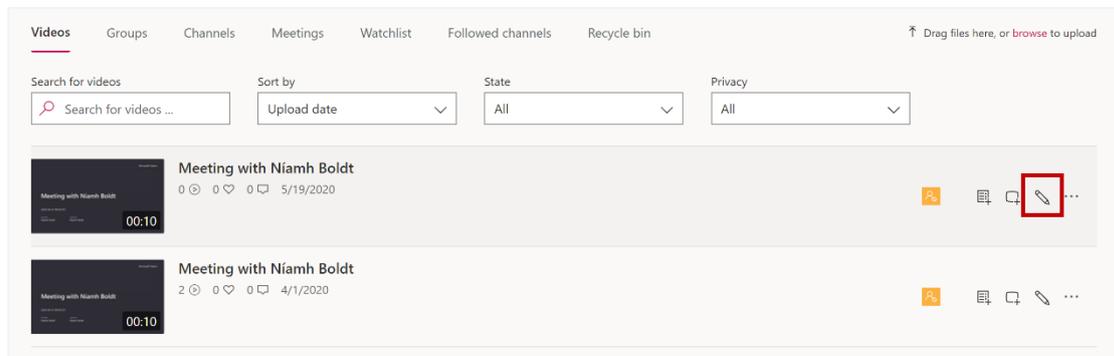
2. Uncheck the checkbox next to *'Allow everyone in your company to view this video'*.

   Important: If the checkbox next to *'Allow everyone in your company to view this video'* is selected, this means that your video will be available to view by all staff and students of both MU and SPCM.
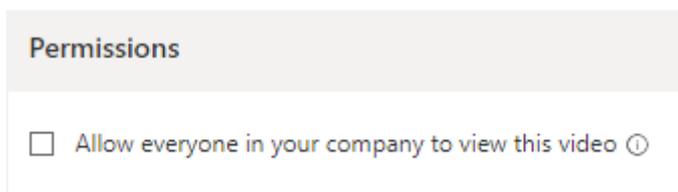
3. Select the **X** next to anyone in the *Viewers* list who should no longer have access to this video.
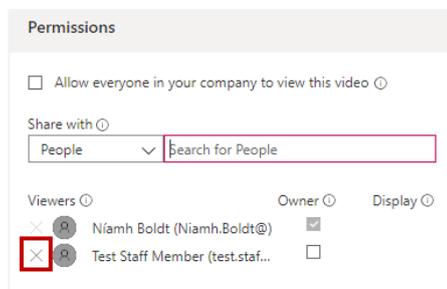
4. Finally, ensure to click *Apply* to save these settings.