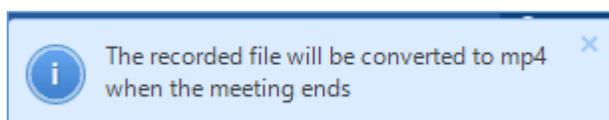


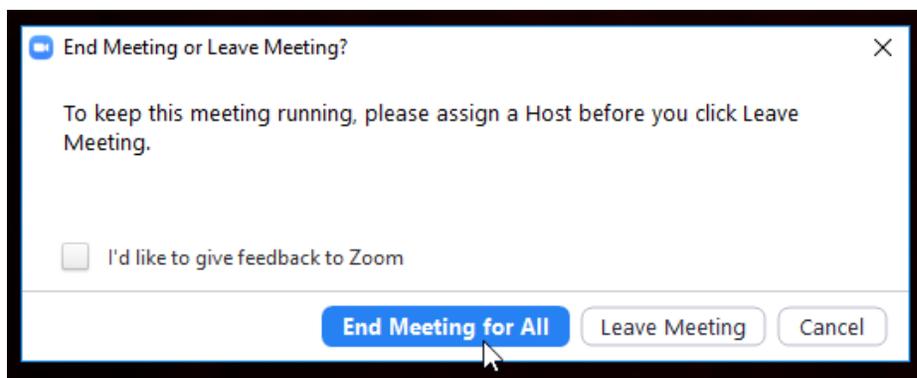
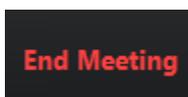
Uploading a Video to Stream and Sharing the Link

If you are not using ZOOM to record and want to use Stream, jump down to the section [Uploading a ZOOM or any file to Microsoft Stream](#)

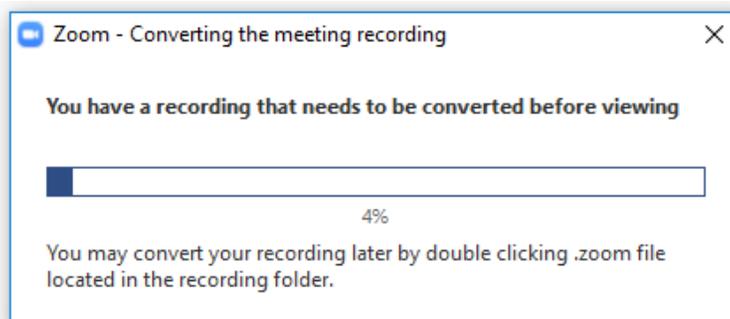
If you are using ZOOM, after you Stop Recording, the file will save to your computer. A message will indicate an mp4 will be created when the meeting ends.



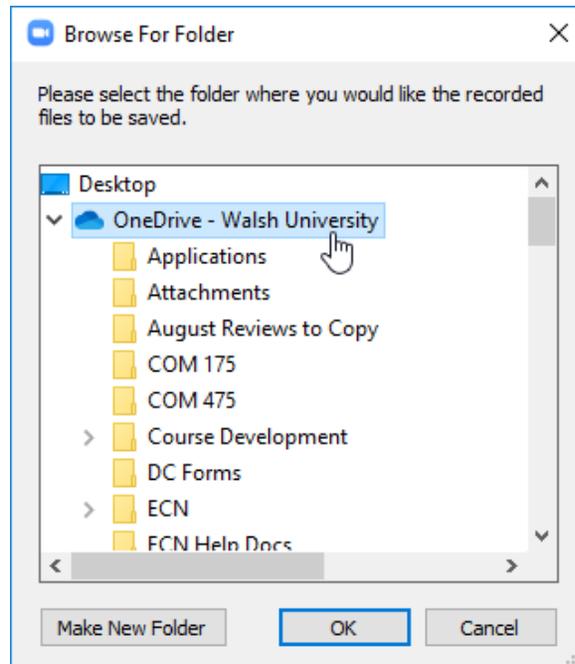
1. Click the End Meeting button to end the meeting.



Once the End Meeting button is selected, Zoom will begin converting your recording into a mp4 file.

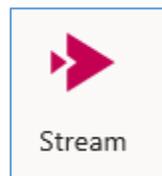


2. When prompted, select where to save the file. Saving the file to OneDrive is recommended.

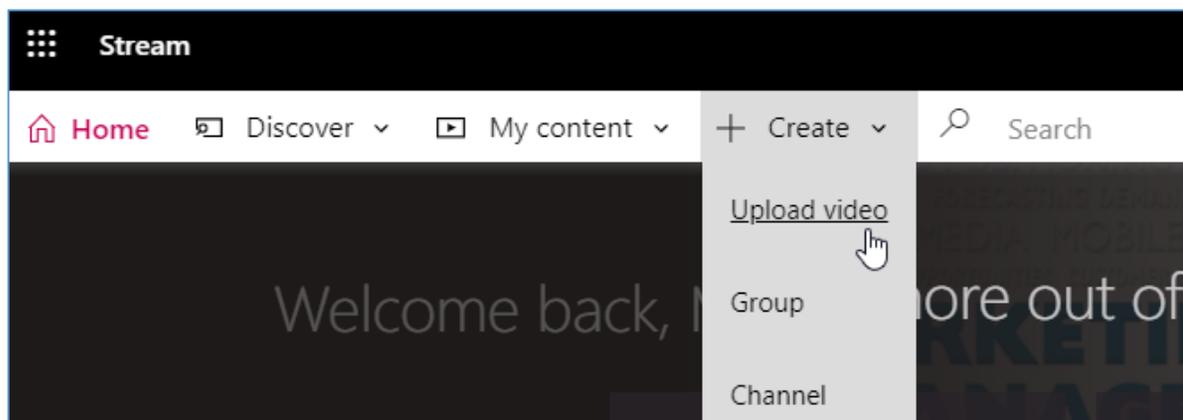


Uploading a Zoom file or any video file to Microsoft Stream

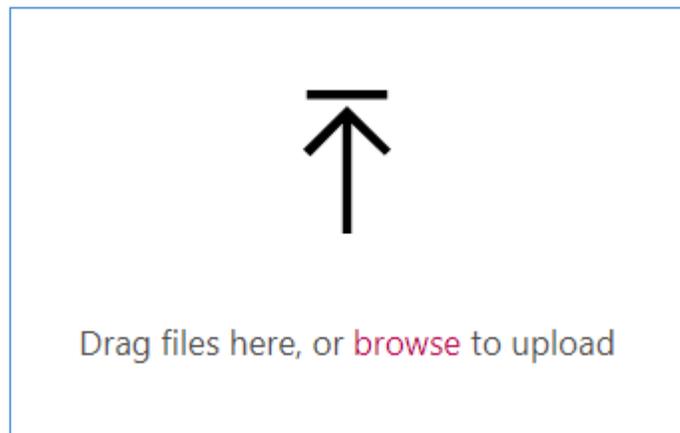
1. Log into Office 365 at portal.office.com with your email address and password.
2. Click on the Stream icon.



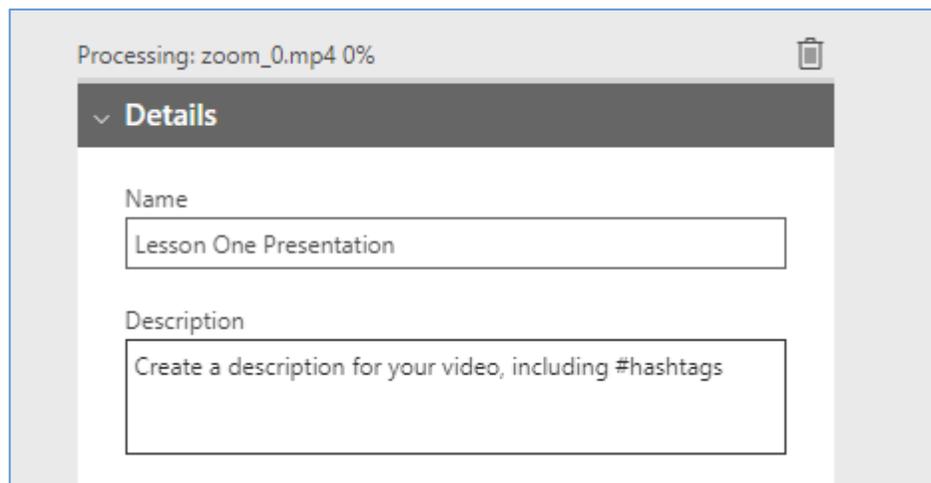
3. Click Create -> Upload video.



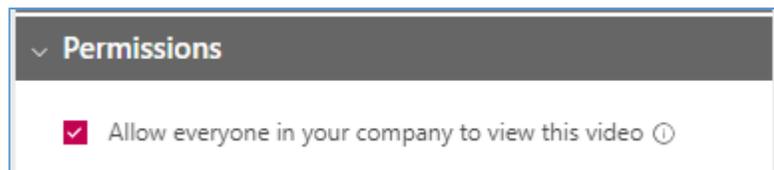
4. Drag files to the window or click browse to find and upload the file.



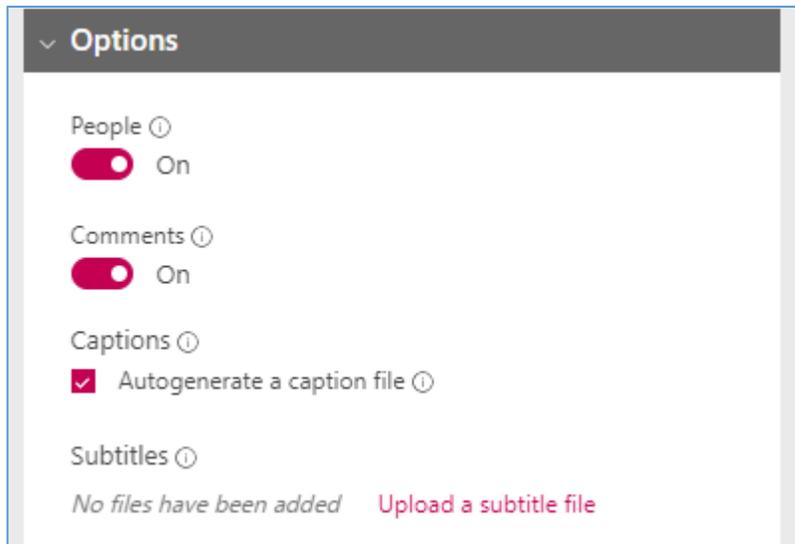
5. Fill out the Details section. By default, the Name field will show your file name. It is helpful to change this to a more descriptive title, such as “Lesson One Presentation.” You may also choose to add additional information under the Description field.



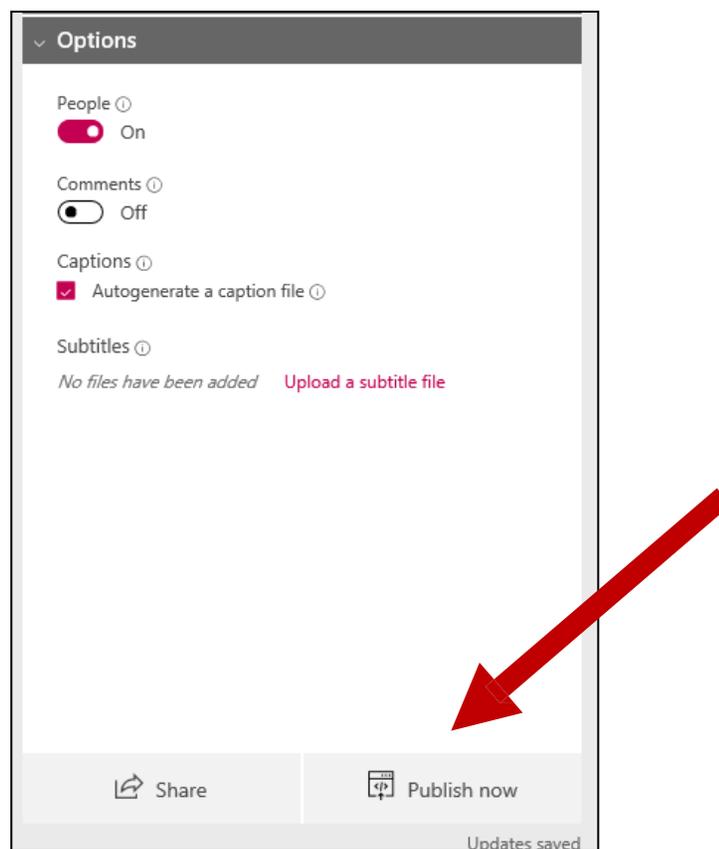
6. Click on “Permissions” to expand this section. Make sure the “Allow everyone in your company to view this video” box is checked.



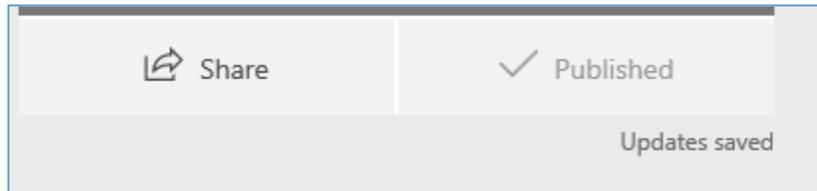
7. Click on “Options” to expand this section. Make sure the “Autogenerate a caption file” box is checked.



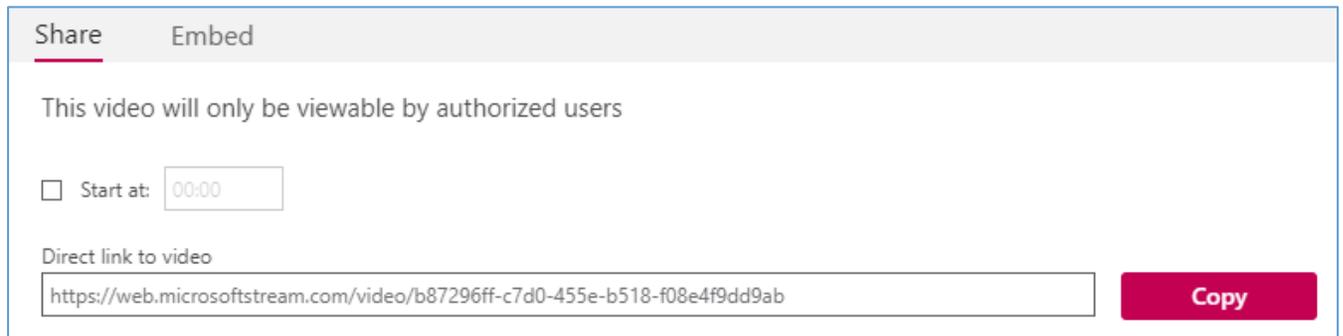
8. Click Publish now to publish the video.



A checkmark will appear when the video is published, and an email will confirm the video has been published.



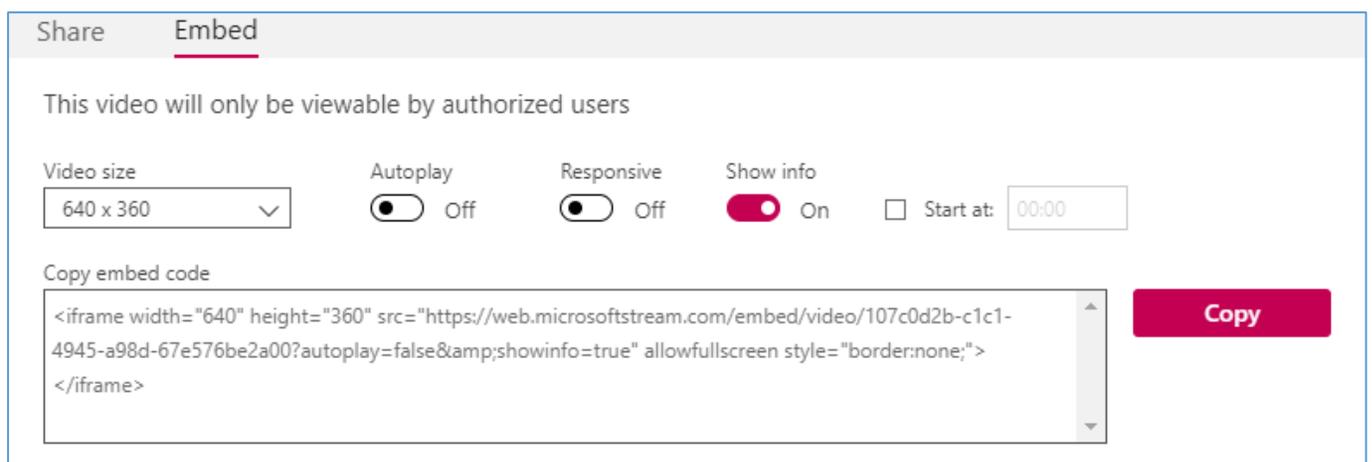
9. Click Share to copy a direct link to the video. This link can be pasted in ECN to submit the assignment and/or share the video.



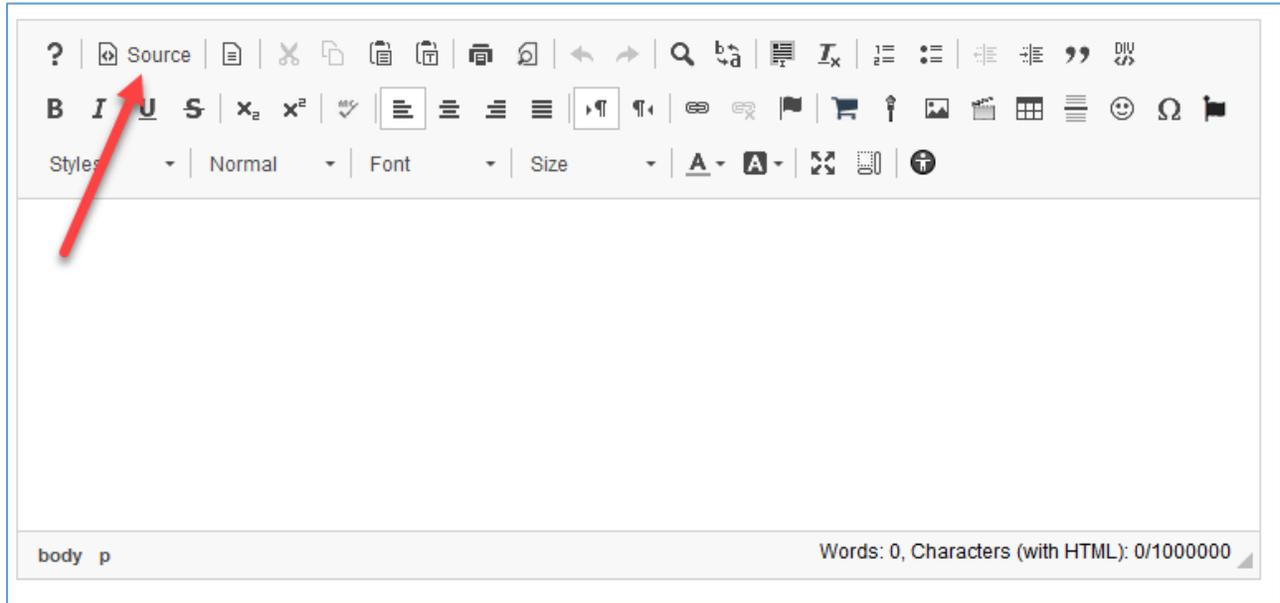
You may also choose to embed the video in ECN. The next section will explain how to do this.

Embedding a Microsoft Stream Video in ECN

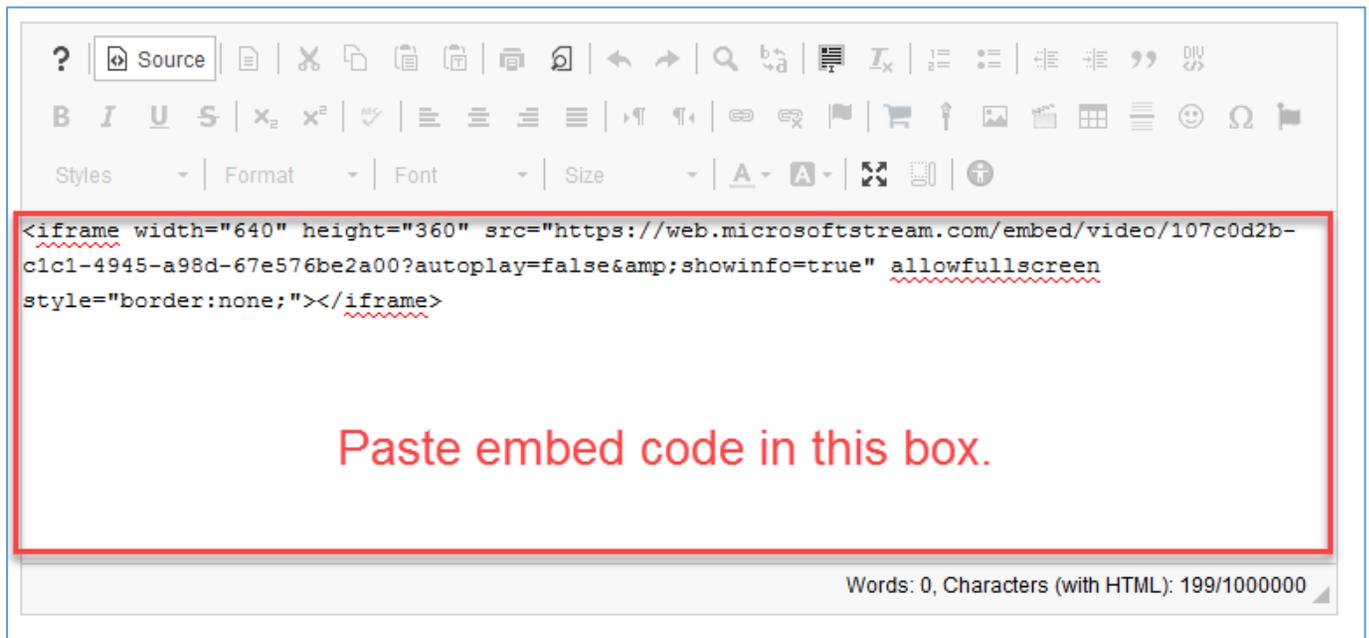
1. Click the Share link for the video and select the Embed tab. Click on the Copy button to copy the embed code.



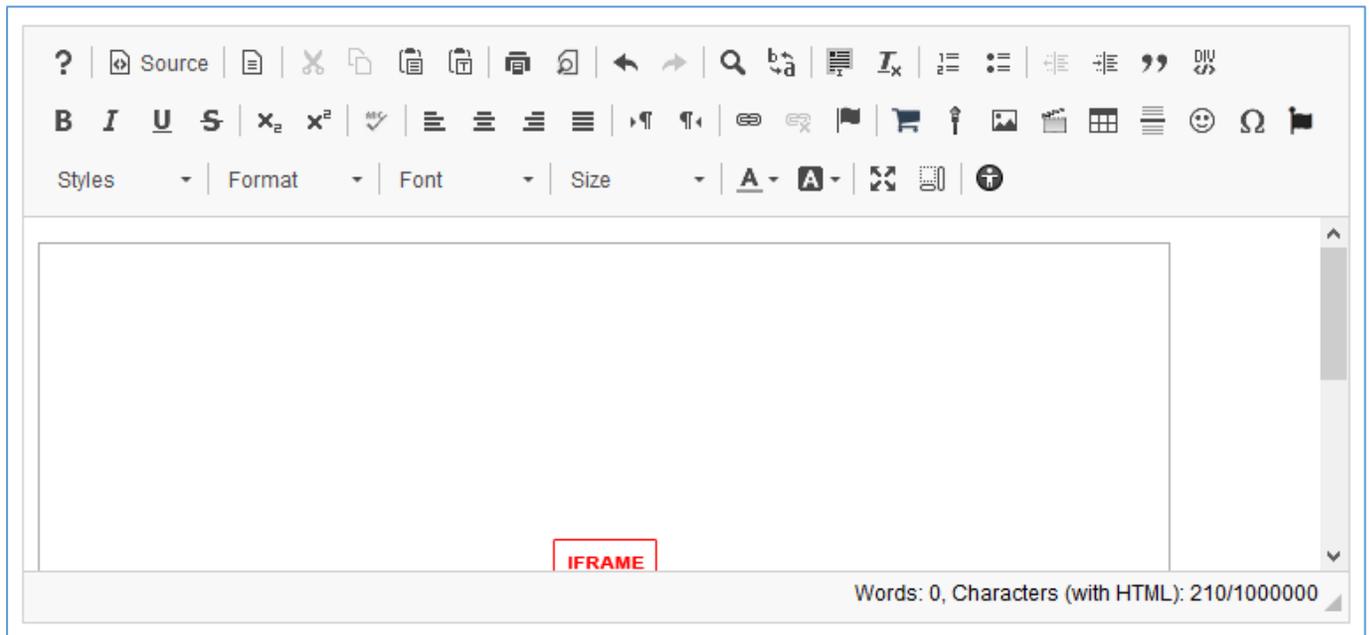
2. Visit the Assignment or Discussion in ECN where the presentation is to be shared. Before entering text in the text box, click on the Source button. Note: If you do not click the Source button, the video will not embed properly.



3. Click in the text box and paste the embed code you copied from Microsoft Stream.



If you click the Source button again, you will see an “IFRAME” box where the video will appear when the assignment/discussion post is submitted.



4. Click Submit or Post to finalize your submission/post.