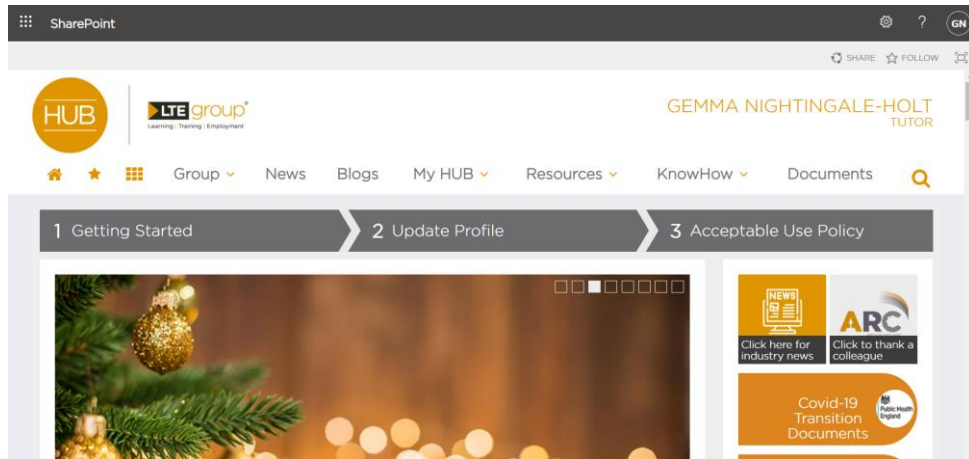
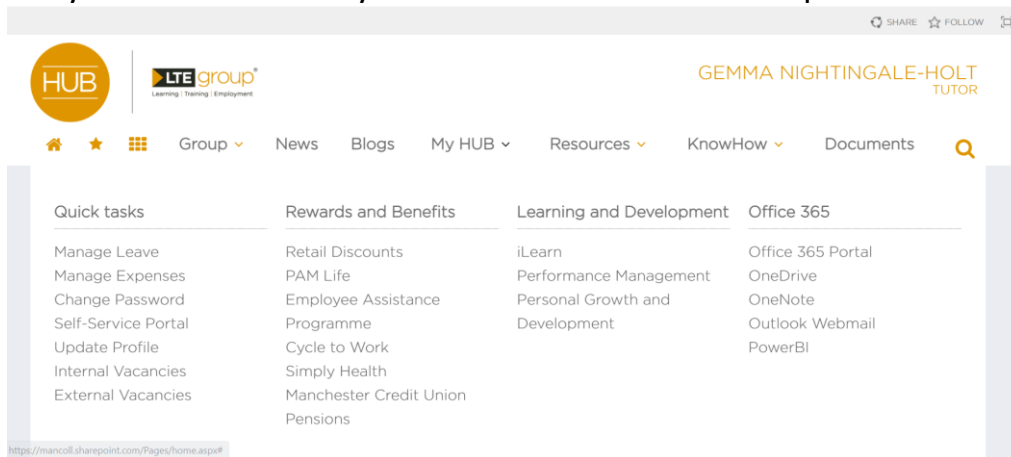


How to share videos using stream

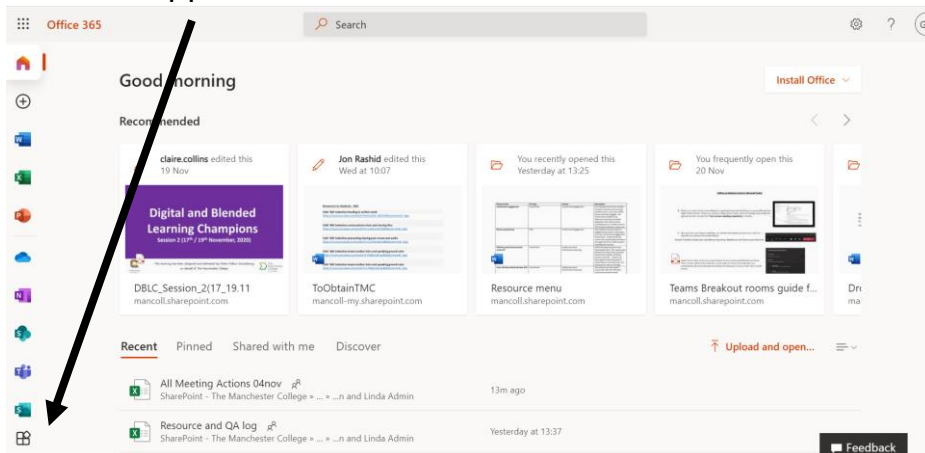
1. Open your internet browser and visit the College website:
<https://mancoll.sharepoint.com/Pages/home.aspx>



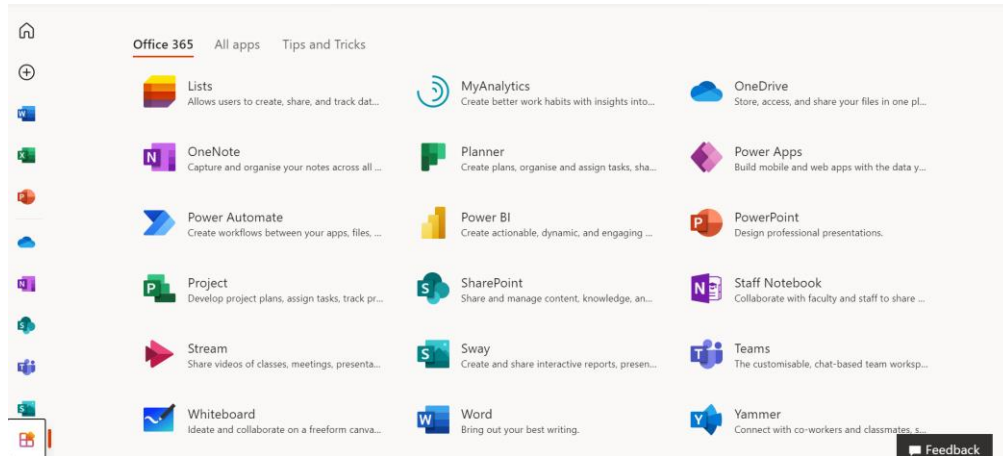
2. Hover your cursor over My Hub and click on Office 365 portal.



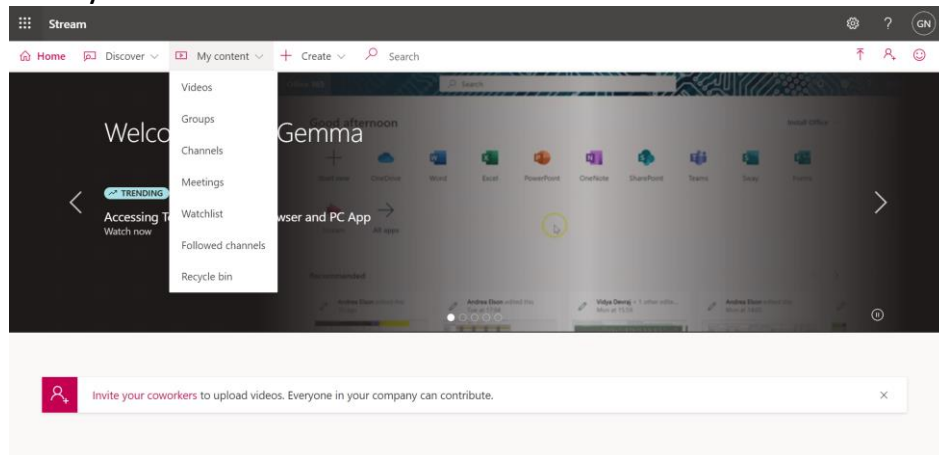
3. Click on the all apps icon  at the bottom of the screen.



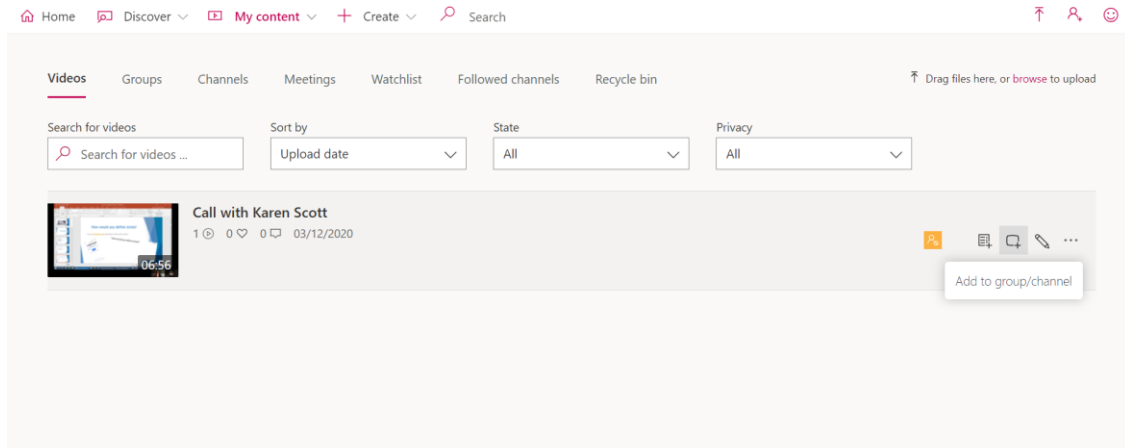
4. Scroll down and click on Stream.



5. Click on my content and then videos.



6. Click on Add to group / channel on the video you wish to share.



7. Type in the name of the person you wish to share the video with and click on the search icon.

Add video to group/channels
As an owner for this video, you have access to advanced permissions

Share with

People

Viewers

Karen Scott (ScottK@)

Gemma Nightingale-H...

Cancel Save

8. Click on their email address and then select the box that says owner so their name as a tick next to it. Then click save.

Add video to group/channels
As an owner for this video, you have access to advanced permissions

Share with

People

Viewers

Owner Karen Scott (ScottK@)

Gemma Nightingale-H...

Jon Rashid (JRashid@)

Cancel Save

9. Now click on the three dots (ellipsis) and click on share.

Videos Groups Channels Meetings Watchlist Followed channels Recycle bin Drag files here, or browse to upload

Search for videos

Sort by

State

Privacy

Call with Karen Scott
1 03/12/2020

Share
 Replace video
 Delete
 Trim video
 Download video

10. Click on copy to copy the link to the video.

Share Email Embed


This video will only be viewable by authorized users

Start at:

Direct link to video

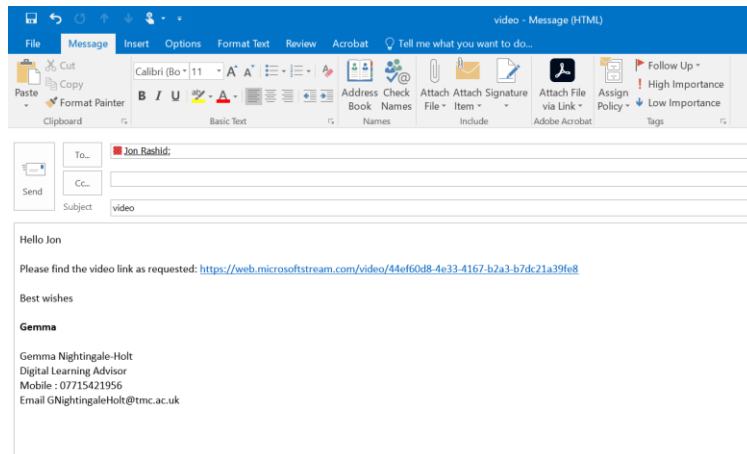
Copy

Share with



Close

11. Open your outlook emails and paste the video link into your email message.



The screenshot shows the Microsoft Outlook interface. The ribbon at the top includes File, Message, Insert, Options, Format Text, Review, and Acrobat. The 'Message' ribbon is active, showing options like Paste, Copy, Format Painter, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Decrease Indent, Increase Indent, Address Book, Check Names, Attach File, Attach Item, Signature, Attach File via Link, Assign Policy, Follow Up, High Importance, and Low Importance. The email header shows 'To: Jon Rashid', 'Cc:', and 'Subject: video'. The body of the email contains the text: 'Hello Jon', 'Please find the video link as requested: <https://web.microsoftstream.com/video/44ef60d8-4e33-4167-b2a3-b7dc21a39fe8>', 'Best wishes', and a signature for Gemma Nightingale-Holt, Digital Learning Advisor, with contact details: Mobile: 07715421956, Email: GNightingaleHolt@tmc.ac.uk.