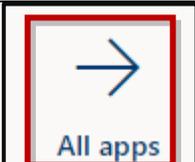
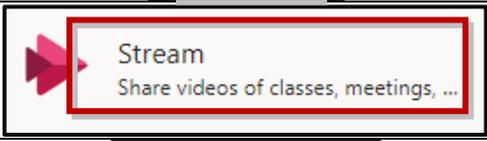
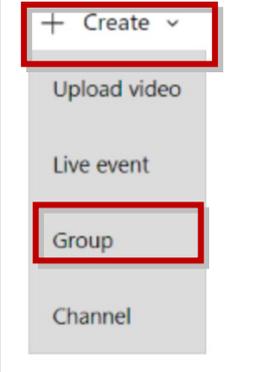
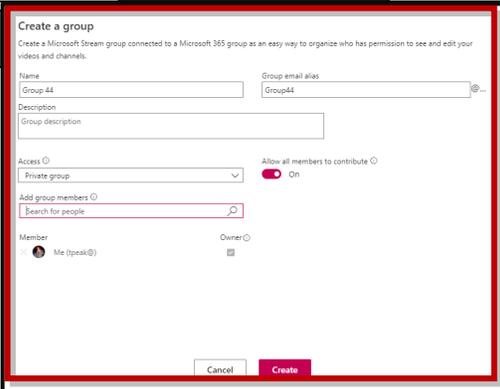


Create a group in Microsoft Stream

The Groups feature in Microsoft Stream allows you to choose a set of people that you want to collaborate with and set up a collection of video resource for those people to share. Adding members to the group automatically gives them access to the videos and channels within the group.

	<ol style="list-style-type: none">1. Open https://my.uiw.edu/faculty/index.html2. Log in and click Cardinal Apps
	<ol style="list-style-type: none">3. Click Office 365
	<ol style="list-style-type: none">4. Locate and click All Apps
	<ol style="list-style-type: none">5. Locate and click Stream
	<ol style="list-style-type: none">6. Click +Create7. Click Group
	<ol style="list-style-type: none">8. The Group menu opens. Here you will <i>name the group, select group permissions, and add group members</i>

9

9. Provide a **Name** and **Description** for your group

Note that Office 365 will automatically create an **email address** (i.e. group@uiwtx.edu) based on the group name

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10. Under **Access**, Click the dropdown to select **Private group** or **Public group** to determine who has access to the content inside your group. It is recommended to set the group status to private

****Public group** means the group's videos and channels will be viewable by everyone in your organization*

****Private group** means your group will be private and only the members of the group will be able to see the contents of the group*

11

11. Add members by **typing or copying the member's email address into the space provided one at a time.**

12. If you would like a *member* to be an *owner* of the group check the box in the **Owner** column to upgrade their permission.

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13. Turn **Allow all members to contribute** to **On** or **Off**

****On** allows members of the group to contribute to the group. For example, add and/or modify videos and channels*

****Off** allows members to only view content*

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14. After the permissions are set, click **Create**.