

Save Video to Group in Stream



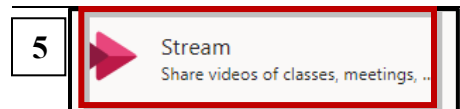
1. Go to <https://my.uiw.edu/faculty/index.html>
2. Log in and click **Cardinal Apps**



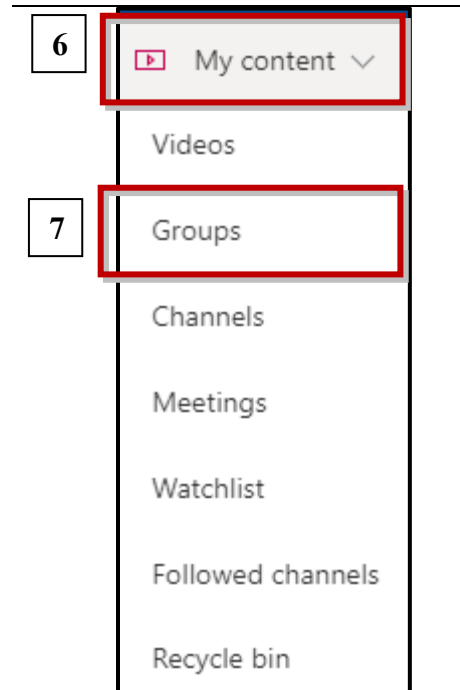
3. Click **Office 365**



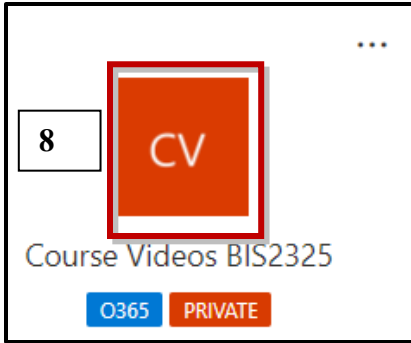
4. Click **All Apps**



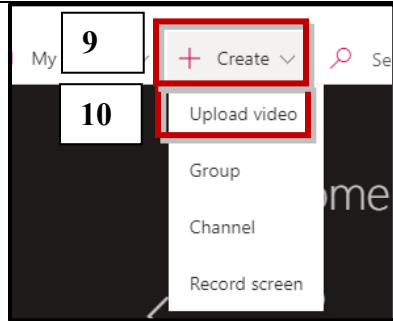
5. Locate and click **Stream**



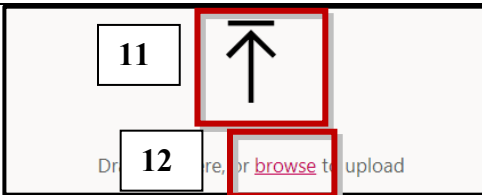
6. When Stream opens, click **My Content**
7. Click **Groups**



8. Locate and click your **group**

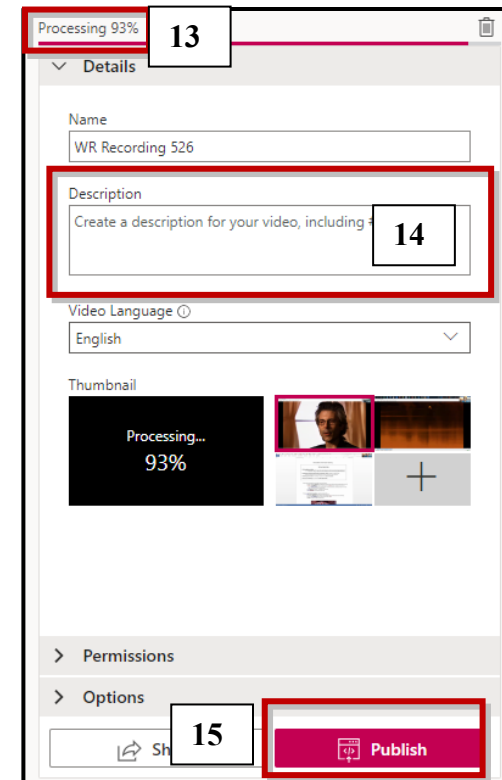


9. Click **+Create**
10. Click **Upload Video**



11. You can **drag** the video file to the *center of the page* or
12. Click **Browse** to locate the file

****Note that Stream will create a transcript after upload.***



13. The video will *upload*, then it will *process*. It will retain the name you gave it when you saved it to your computer

14. Add a **description** of the *MP4 file*

15. Once the video has uploaded, click **Publish**

****Note that you can share this video with users who are not in the group, but anyone you added to the group will have access to the video.***