

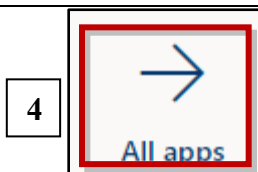
Save Video to Stream



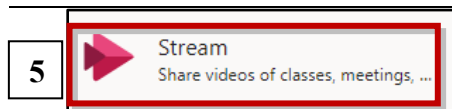
1. Open <https://my.uiw.edu/faculty/index.html>
2. Log in and click **Cardinal Apps**



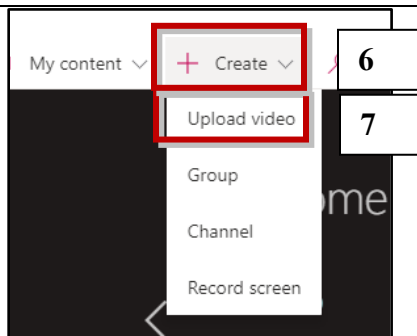
3. Click **Office 365**



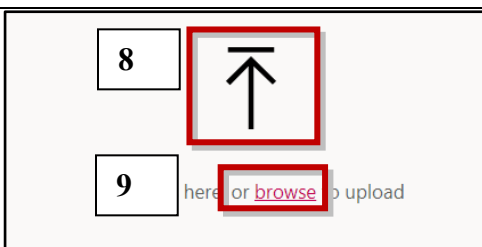
4. Locate and click **All Apps**



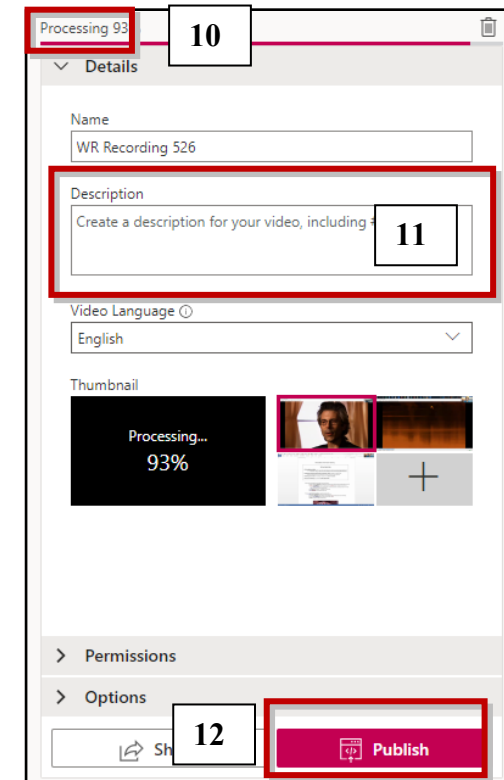
5. Locate and click **Stream**



6. Click **+Create**
7. Click **Upload Video**



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



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

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

12. 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.*