

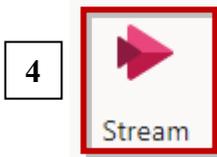
## Record your Screen Using Stream



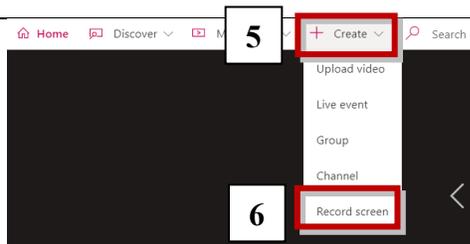
1. Open <https://my.uiw.edu/faculty/index.html>
2. Click **Cardinal Apps**



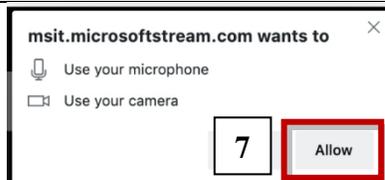
3. Click **Office 365**



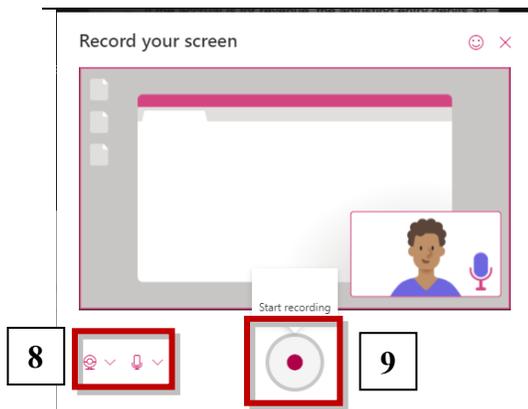
4. Locate and click **Stream**



5. Select **Create**
6. Click **Record screen**



7. When prompted by your browser, select **Allow** Microsoft Stream to use your camera and microphone



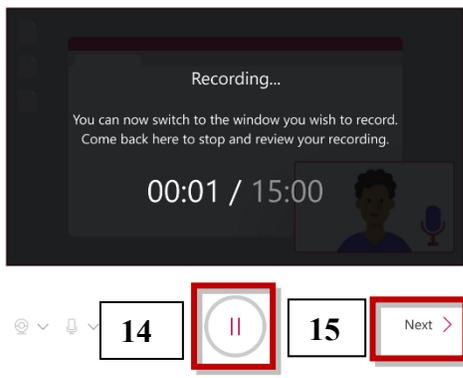
8. Select the **camera**  and **microphone**  icons to choose and set up your camera and microphone.
  - If you're using a USB camera or microphone, make sure it's plugged in and select it from the menu.
  - You can also turn off your camera and microphone if you don't wish to include them in your recording.
9. Select **record**  to start recording.

Share your screen



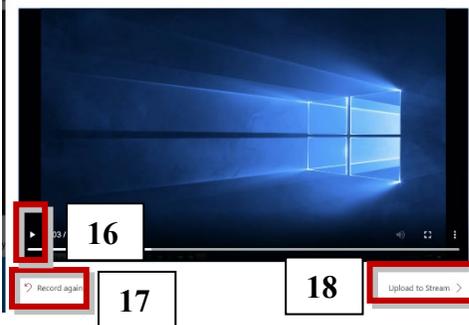
10. Select which content from your screen you wish to share—your **entire screen**, an **application window**, or **browser tab**
11. Click **Share**.
12. To include audio from your computer in the recording, select the checkbox **Share audio**.

Record your screen



13. The recording screen will open. There will be a countdown *beginning at 3*, then begin speaking
14. Select  to **pause** recording the screen, audio, and camera at any time. Select  to **Resume**.
15. When you're finished, select **Next** to review your recording.

Review your recording



16. On this page, select the Play  button to review the recording.
17. Select **Record again** if you're not satisfied and want to try again.
18. When you're satisfied with your recording, select **Upload to Stream** to continue to the next step.

The screenshot shows the video creation interface with the following callouts:

- 19**: Points to the 'Name' field containing 'Screen Recording' and the 'Description' field with the placeholder text 'Create a description for your video, including #hashtags'.
- 20**: Points to the 'Video language' dropdown menu, which is currently set to 'English'.
- 21**: Points to the checkbox labeled 'Allow everyone in your company to view this video' which is checked.
- 22**: Points to the text 'To edit permissions, groups, and channels, click Update video details.' located below the checkbox.
- 23**: Points to the 'Save as draft' and 'Publish' buttons at the bottom of the form.

Additional visible elements include a language list on the right (Bangla (India), Basque, Bosnian, Bulgarian, Catalan, Chinese simplified, Chinese traditional, Croatian, Czech, Danish, Dari, Dutch, Estonian, Filipino, Finnish, French), a progress bar showing 'Uploading... 62%', and a close button (X) at the top right.

19. Fill in the **video name** and **description**
20. Select a **transcription language** in the details section
21. When published, everyone in your company will have permission to view your video. To make the video visible only to yourself, deselect this checkbox: **Allow everyone in your company to watch this video**
22. To set custom permissions, groups, channels, and other options, click **Update video details**
23. After the upload is complete, you can either publish or save,
  - Click **Publish**. Your video is now ready! Select **Go to Video** to go to the video page on Stream and watch or share your video.
  - Click **Save as draft** if you're not yet ready to publish your video. Your video will be saved to **My Content > Videos in Stream**, from where you can publish it at any time.

### Limitations

- Screen recordings are limited to a **maximum length of 15 minutes**. For longer content, break up your video into shorter segments.
- Recording *system audio* is available only on Windows, not macOS
- Including the camera in the recording is available only when recording the entire screen, not when recording an application window or browser tab.

Screen Recorder works on the following browsers:

- [Microsoft Edge for Windows 10 Microsoft Edge, version 79 and above](#) on Windows 10 and macOS
- [Google Chrome, version 74 and above](#) on Windows 10 and macOS
- Safari on MacOS is not supported
- [Microsoft Stream Mobile](#) on iOS and Android is not supported in mobile browsers

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