

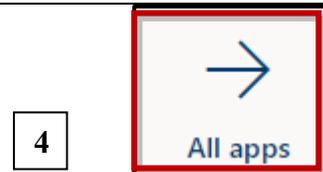
Upload a Video to a Group in Stream (with Permissions)



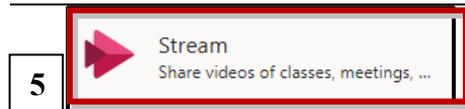
1. Open <https://my.uiw.edu/faculty/index.html>
2. Log in and click **Cardinal Apps**



3. Click **Office 365**



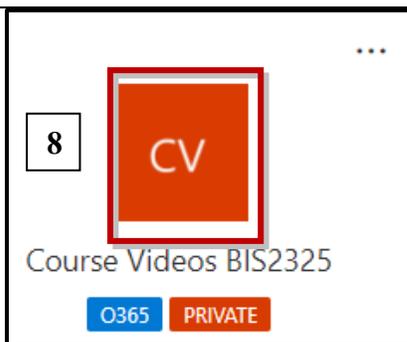
4. Locate and click **All Apps**



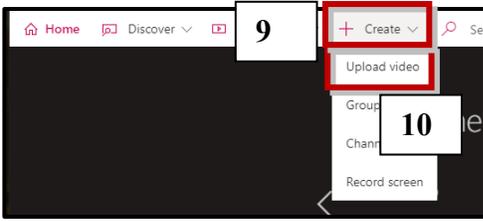
5. Locate and click **Stream**



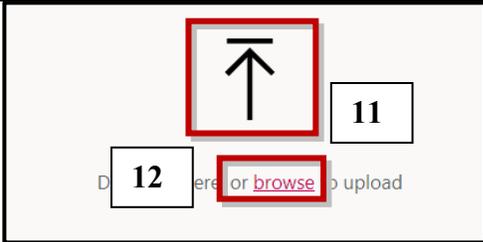
6. When Stream open, click **My Content**
7. Click **Groups**



8. Locate and click your **group**

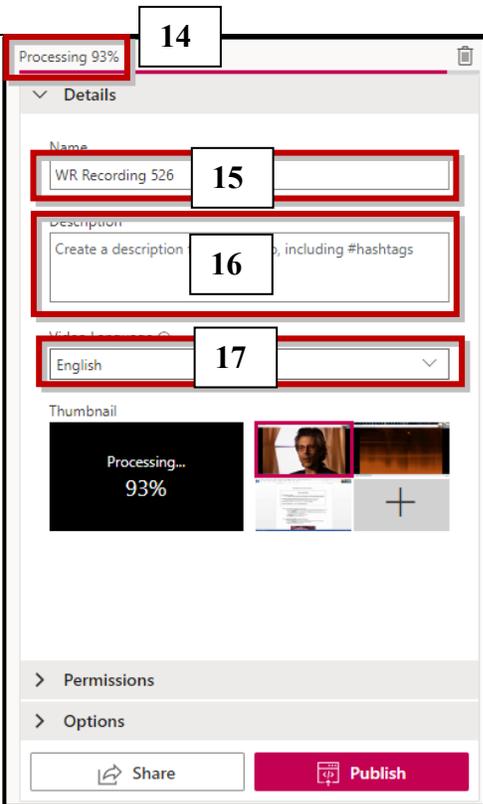


9. Click **+Create** again
10. Click **Upload Video**



11. You can *drag* the video file to the center of the page or
12. Click **Browse**
13. Locate the **MP4 file** (either in Documents or on the Desktop).

***Note that you do not need to upload the Transcript file. Stream will create a transcript after upload.**



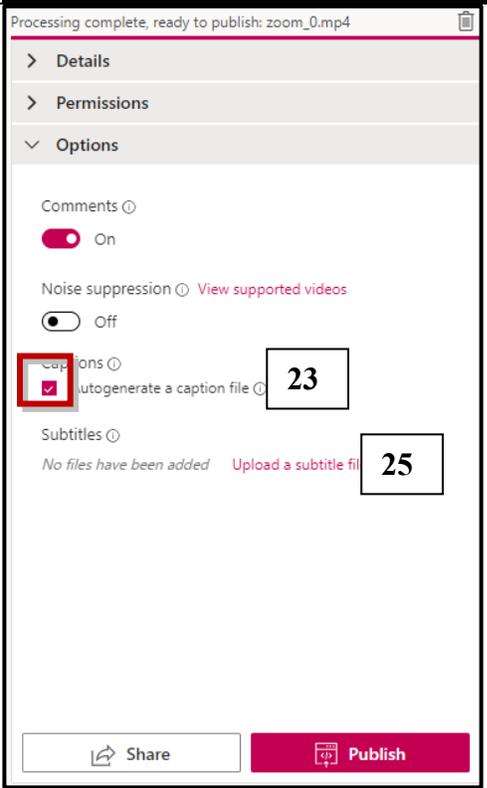
14. The video will *upload*, then it will *process*.
15. The video will retain the name you gave it when you saved it to your computer. To change the name, type a name in the **name window**
16. Add a **description** of the *MP4 file*
17. Select a **Video (transcription) Language**, if different from English



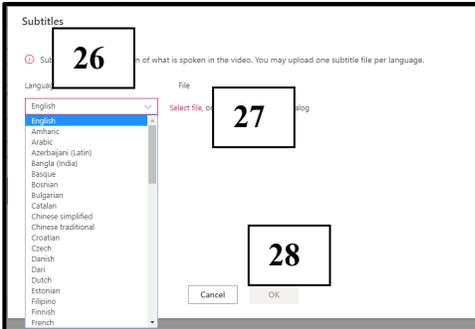
18. Click **Permissions** at the bottom of the menu



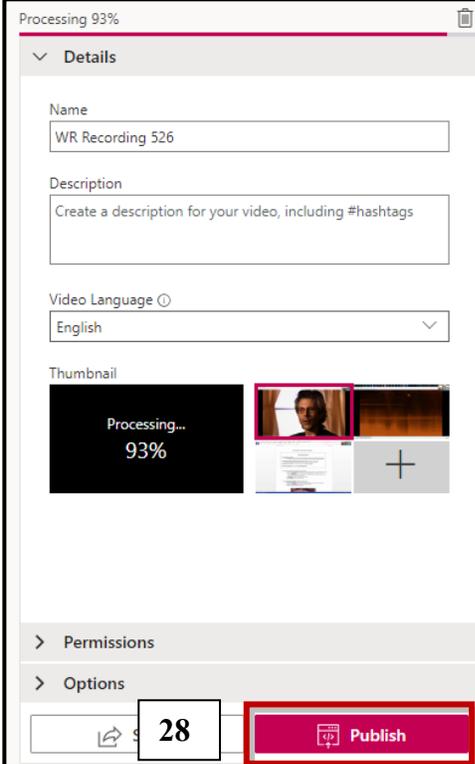
19. If you want the video to be shared through the university, *continue to the final step and publish*
20. If you want to restrict who sees the video, *uncheck the **Allow everyone in your company to view this video** box*
21. Click the **dropdown** next to people and choose
 - **People** - Add or search for the email of the user in the space provided
 - **Channels** - Add or search for the name of the channel. You can also create a *new channel*
 - **Groups** - Add or search for the name of the group. You can also create a *new group*
22. Click **Options**



23. Be sure that the **Autogenerate a caption file checkbox** is *checked*
24. Set up subtitles if needed. *Subtitles show a translation of what is spoken in the video. You may upload one subtitle file per language.*
25. Click **Upload a subtitle file**



- 26. Select a **language**
- 27. Click **Select file**
- 28. Loacte tand upload the file. Once uploaded, click **OK**



- 29. Once *Permissions* and *Options* are edited, click **Publish**