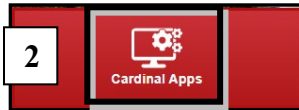


Add Microsoft Stream video to PowerPoint

This is a three-step process that includes uploading the video to Stream, sharing the link, and adding the link to your PowerPoint presentation.

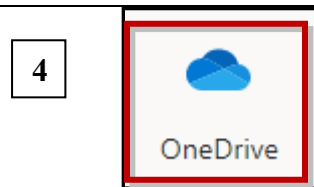
Save the Zoom recording to OneDrive



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

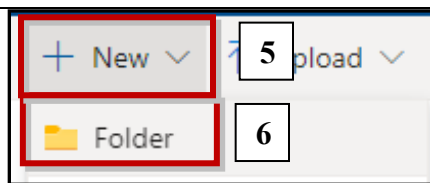


3. Click **Office 365**.

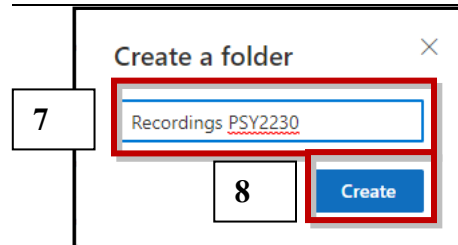


4. Locate and click **OneDrive**.

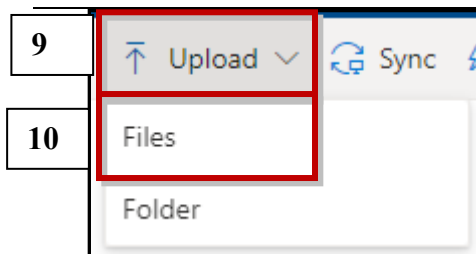
***Note:** If you have not created a folder to store your file, Continue to *step 5*. Otherwise, proceed to *step 9*.



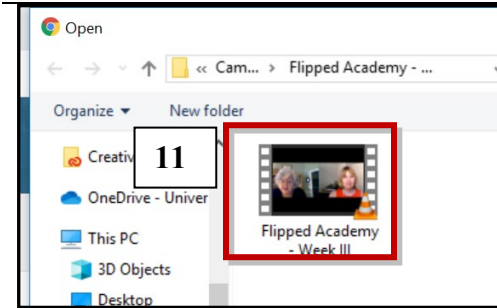
5. Locate and click **+ New** at the top of the screen.
6. Choose **Folder**.



7. **Name** the folder.
8. Click **Create**.

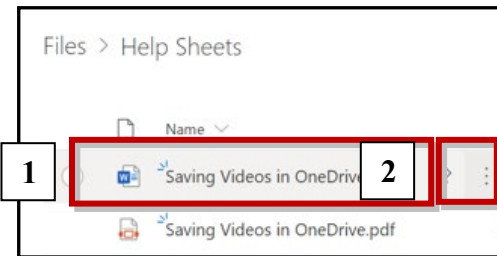


9. Locate and click **Upload**.
10. Click **Files**.



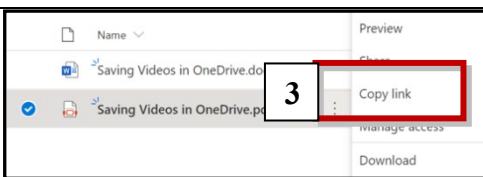
11. Navigate to the Zoom video that you want to save in **OneDrive**.
12. Select the video and click **Open**.
13. The video will *upload to OneDrive*.

Share the OneDrive link

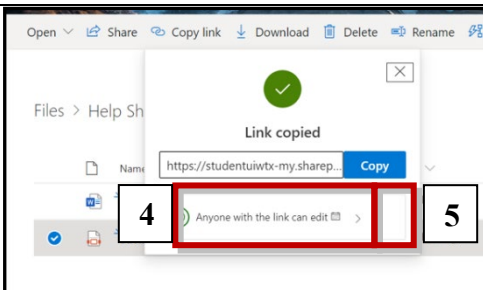


1. Return to the *OneDrive* and locate the **file that you want to share**.

2. Click the **ellipsis**.

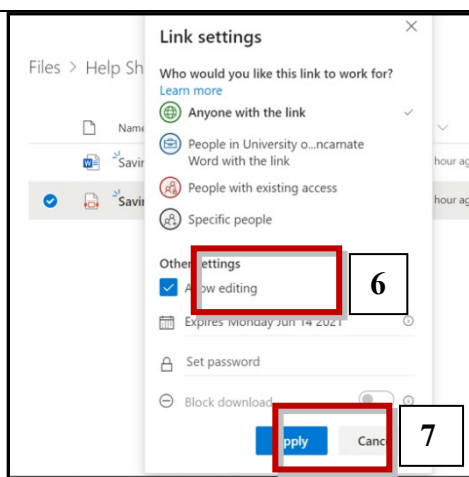


3. Click **Copy Link**.



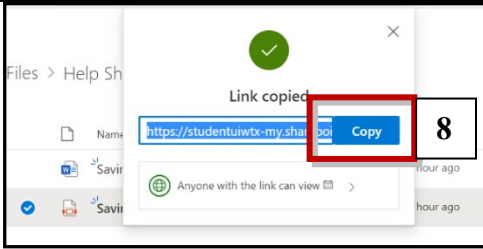
4. You should *restrict the editing of the file*.

5. Click on the **chevron**.



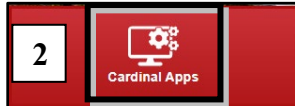
6. Uncheck **Allow editing**.

7. Click **Apply**.



8. Click **Copy**. The link is ready to be shared.

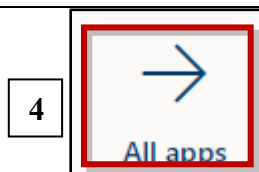
Upload the video to Stream



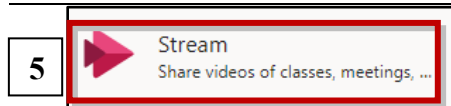
1. Open <https://my.uiw.edu/faculty/index.html>
2. Log in and click **Cardinal Apps**.



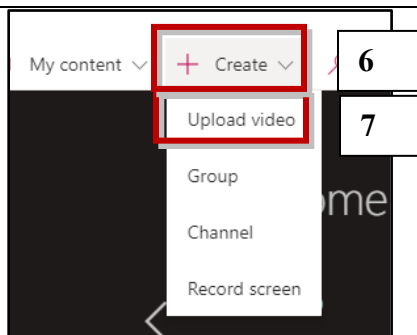
3. Click **Office 365**.



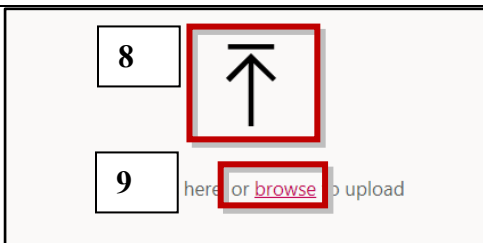
4. Locate and click **All Apps**.



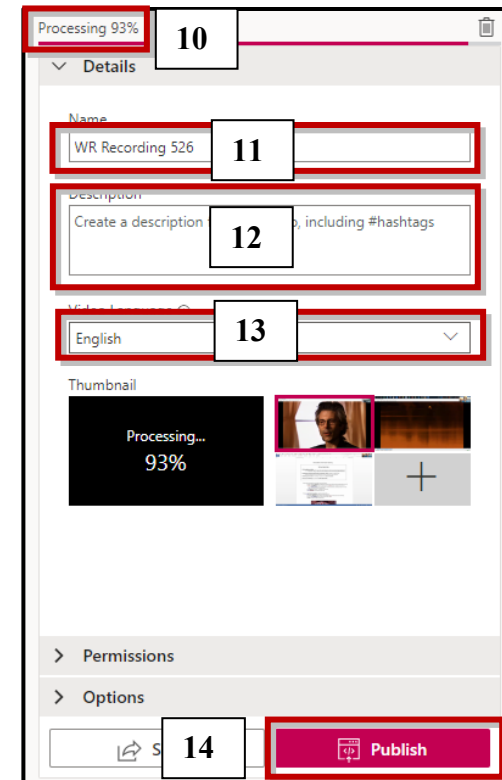
5. Locate and click **Stream**.



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

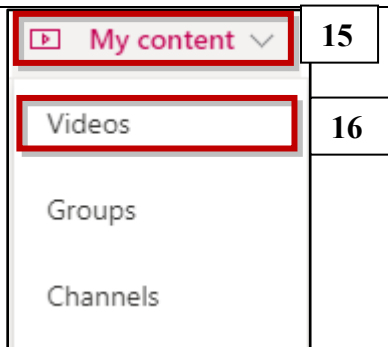


8. You can **drag** the video file to the *center of the page* or
 9. Locate and select the **MP4 file** (*either in Documents or on the Desktop*).
- *Note that you do not need to upload a Transcript file. Stream will create a transcript after upload.**

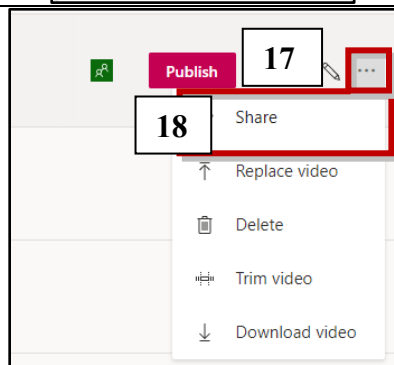


10. The video will *upload*, then it will *process*. These two operations will take several minutes, depending on the length of the video.
11. The video will retain the name you gave it when you saved it to your computer. To *change* the name, type a name in the **name window**.
12. Add a **description** of the *MP4 file*.
13. Select a **Video (transcription) Language**, if different from English.
14. Click **Publish**.

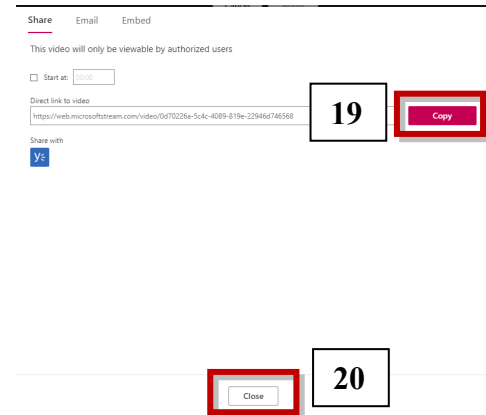
Share the video



15. Locate and click **My content**.
16. Choose **Videos** from the list.

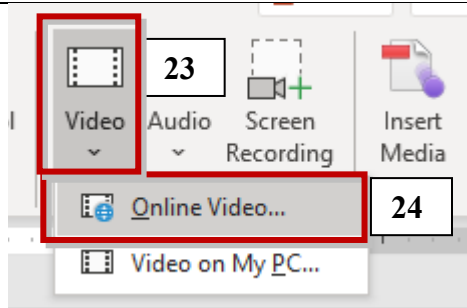


17. Locate the video you want to share and click the **Elipsis**.
18. Click **Share** from the list.

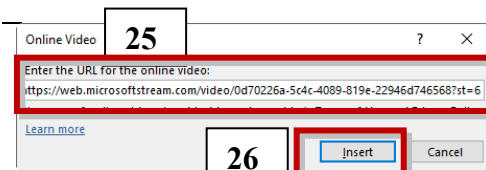


19. Click **Copy**.
20. Click **Close**.

Add the video link to PowerPoint



21. Open PowerPoint, and locate and click the **Insert** tab.
22. Insert a **New Slide**.
23. On the far right of the Insert ribbon, locate **Video**.
24. Click the *drop-down* and click **Online Video**.



25. In the space provided, **paste** the URL link copied in *step 19*.
26. Click **Insert**.



27. The video will be added to the slide. Save the PowerPoint.
28. In the *Reading View* or the *SlideShow view*, Click **play** to test the video playback.