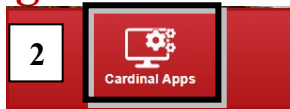
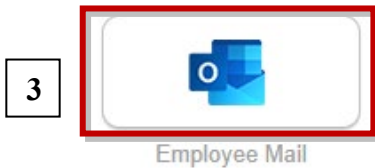


# Saving Zoom recordings to Groups in Microsoft Stream



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



3. Click **Employee mail**



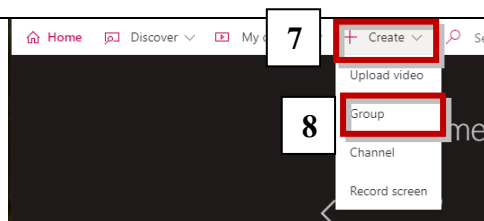
4. In the upper left corner click the **Waffle**



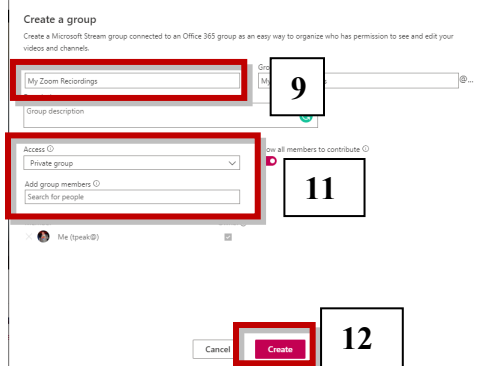
5. Locate and click **All Apps**



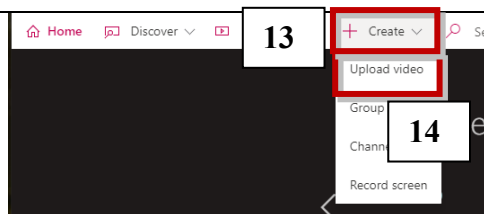
6. Locate and Click **Stream**



7. Locate **+Create** and click it
8. Choose **Group**

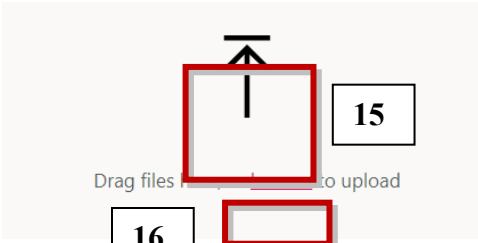


9. **Name** the group
10. Locate **Add Group Members**
11. **Add** any student, faculty, or staff with a *UTW email address*. These users will become members of the group and they will be the **only** users who can access your videos.
12. Click **Create**.

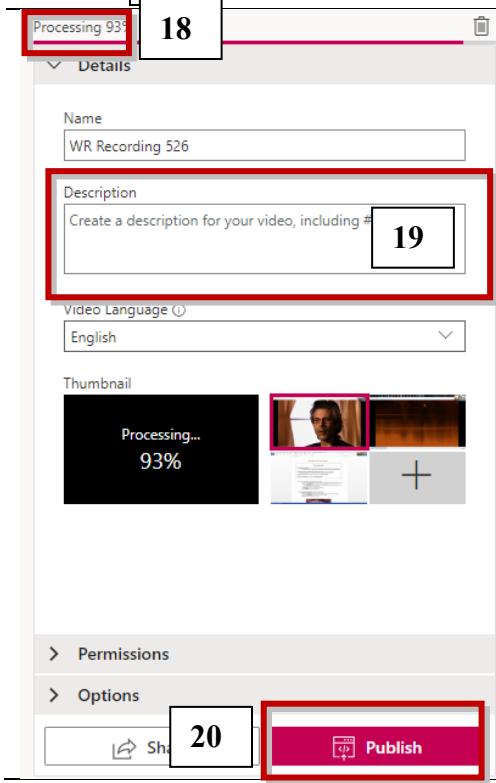


13. Click **+Create** again
14. Click **Upload Video**

## Upload video files



15. You can *drag* the video file to the center of the page or
16. Click **Browse**
17. 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.*



18. The video will *upload*, then it will *process*. It will retain the name you gave it when you saved it to your computer
19. Add a **description** of the *MP4 file*
20. 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 when the group will have access to the video.*