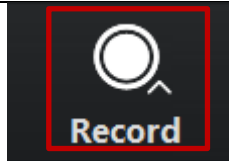


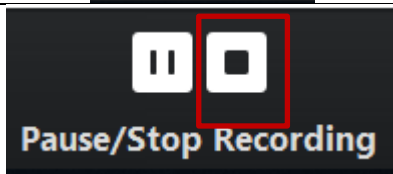
# Upload Zoom Video to Stream

Microsoft Stream allows you to upload, view, and share videos securely. Stream is especially helpful if you need a place to store a recorded Zoom lecture.

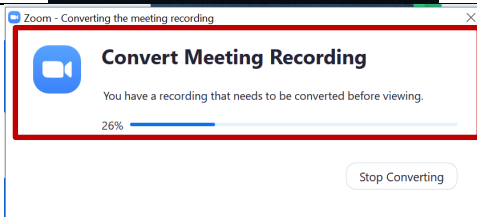
When prompted, record your Zoom lecture to your computer. The recording will save to a Zoom folder in your Documents folder on the computer. You can then upload the video to your Microsoft Stream account, which is included with Office 365. You can store one Terabyte of video in Stream.



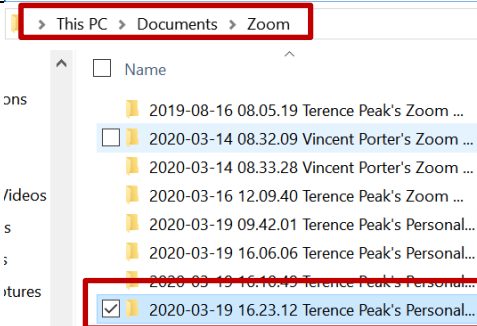
1. In Zoom, click **Record**
2. Choose **Record to Computer**



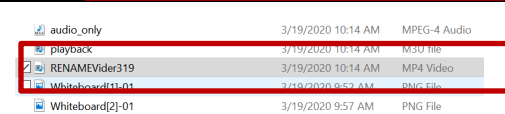
3. When you have finished recording, click **Stop**. There will be a message noting that *the recording will be converted to MP4 after the meeting has ended*



4. After ending the meeting, the video will begin the



5. The converted recording will be saved to the **Zoom** folder located in the *Documents* folder
6. Go to **Documents**
7. Click the **Zoom Folder**
8. Choose the **folder with the recording**. *Recordings are stored by date.*



9. Open the folder and locate the **MP-4 File** (*it will be named Zoom-o*)
10. Right-click on the name to **rename it**



11. Go to [www.uiw.edu](http://www.uiw.edu) and click **MENU** (located on the top-left of the screen)

**QUICKLINKS** ^

Cardinal Apps

A-Z Index

UIW Libraries

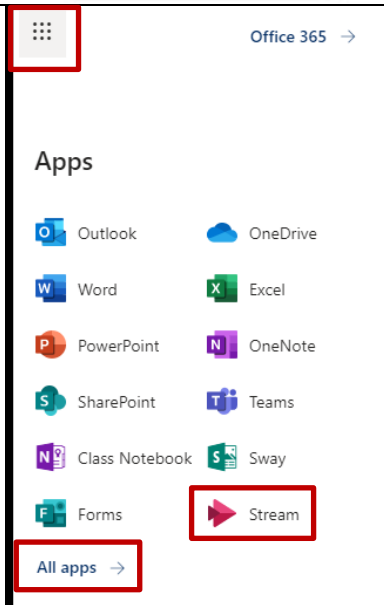
Student Disability Services



Media and Public Relations

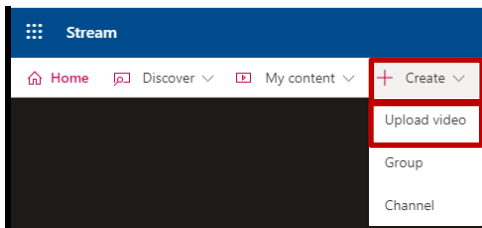
1. Click **Quick Links**
12. Click **Cardinal Apps**



13. Locate the **Outlook Link** and click it



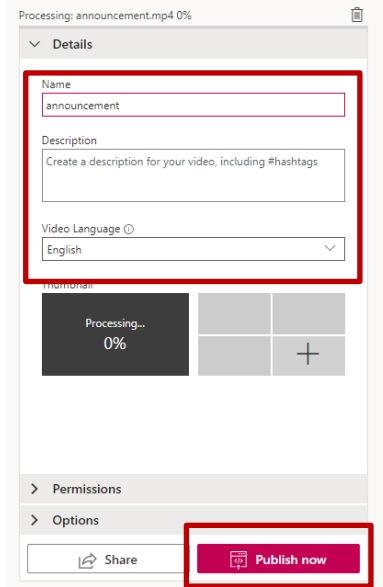
14. Open your mail account and click the “**Waffle**”  to open the O365 **Apps directory** and click **Stream** 
15. If you don't see Stream under the *Apps List*, click **All Apps** and Stream will be listed there, alphabetically



16. Click **Create**
17. Click **Upload Video**

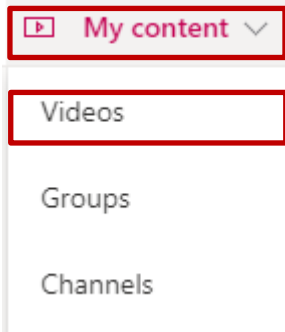


18. Click **Browse** to locate the Zoom video you want to upload  
(*Documents>Zoom>FileName*)
19. Double-click the **video** to upload it

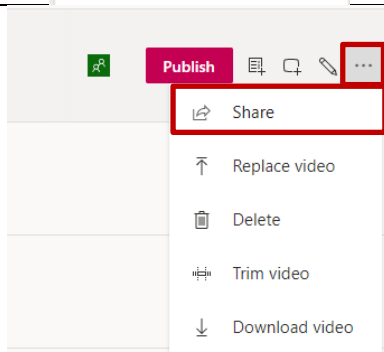


20. The video will *upload, then process*. After processing the *video can be shared*
21. Add a *name, description and choose a language*
22. Click **Publish Now**. In a few minutes, your video will upload and ready to share

## Share a video



2. Locate and click **My content**
3. Choose **Videos** from the list



4. Click the **Elipsis**
5. Click **Share** from the list

Direct link to video

<https://web.microsoftstream.com/video/20c272ac-4212-4739-a330-b7be3db30866>

Follow link



6. Click **Copy** to *copy the link*
7. Email the shared link