



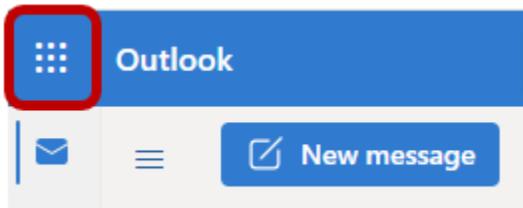
Quick Start Guide: Microsoft Stream

MICROSOFT STREAM VIDEO RECORDING TOOL

Microsoft Stream, which is part of UMW's Office 365 installation, operates much like an in-house YouTube service. In addition to the ability to create channels and share videos, Stream also makes it possible to record short videos (15-minutes max), capturing both screen and webcam information.

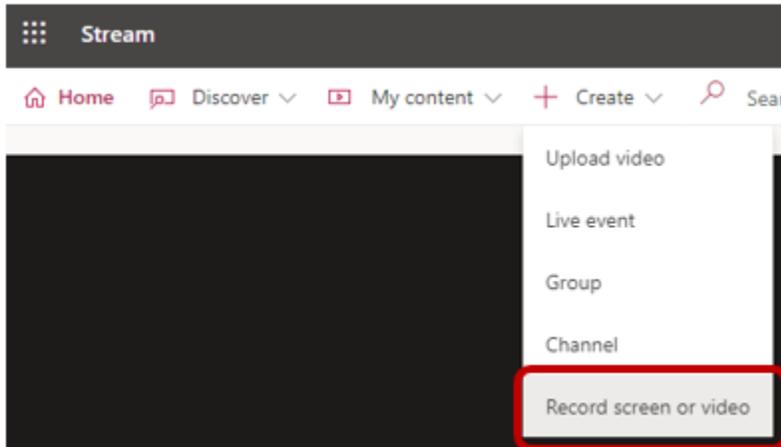
Access through Outlook or OneDrive

In the browser of your choice, navigate to your UMW Outlook email client or your OneDrive storage. Click on the **App launcher** in the upper-left corner and select **Stream**. If you don't see Stream in your list, click on the **All apps** link.



Recording and Editing

The main menu for Stream sits on the top-left of the page. To record a video, click on the **Create** dropdown menu and select **Record screen or video**.



In the dialogue box that opens, establish the settings for your video recording:

1. Tell Stream which camera to use.
2. Tell Stream which microphone to use.
3. Tell Stream what to record.
4. When all is set, click the record button.



If you are recording the screen, Stream will ask you what exactly on your screen that you wish to record. You will also be given the option to record the system's audio. When you've made your selections, click **Share**.

When your recording is finished, click **Pause** and then **Next**. At this point, you can trim the video if desired. When you've finalized the recording, click **Upload to Stream**.

In the next dialogue box, give your video a **Name** and, if desired, a **Description**. When you are ready, click **Publish**.

Stream Mobile App

Microsoft offers applications for iOS and Android mobile devices. Simply download the version you need from the Apple's App Store or the Google Play Store. When asked to log in, use your UMW email and password.

For those using Stream for class projects, the mobile version will also allow users to load up videos taken on their phone to UMW Stream channels and storage.