# DIGITAL METRO NORTH

# Accessing Microsoft Teams recordings

Using Microsoft Stream

The owner of the recording can download, edit permissions and share content using Microsoft Stream.

Note: You are the owner of the recording if you have chosen to press record during the meeting.

# Accessing Microsoft Stream

- 1. Open the Office 365 by:
  - Selecting the Office 365 icon on your desktop.



- b. Or going to the Office 365 website.
- 2. Log into **Office 365** using the account using your Queensland Health email and password.
- Select the Stream application. If it is not in your frequently used apps, select All apps and select the Stream icon.



### Viewing your recording

 Once you have logged into *Microsoft Stream*, select My Content in the toolbar, from the drop down select Videos.

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			Videos			
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# Quick Reference Guide

2. Your list of recordings will display, from this list click on the thumbnail you wish to review.

Videos	Groups	Channels	Meetings	Watchlist	Follo	wed channels	Recycle bin	
Search for v	videos ch for videos		Sort by Upload date		~	State All	~	
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3. The recording will open within *Microsoft Stream*, where you can review the video by selecting **Play.** In the settings, **Playback Speed** can also be modified.

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Digital	Health Journ	al Club: The	
Uninte	nded Conseq	uenc	th I
2020-08-12 02:01		Quality	1080p-389KI
Recorded by Jonaa Eva	Organized by Jonaa Eva	Report an issue	
			~ -
• •) 00:01 / 27:58			 

Note: If you share your video recording, it will only be viewable by authorised users within Queensland Health.

# **Updating Video Details**

In *Microsoft Stream*, you can update the details, options and permissions of the video.

1. Go to **My Content** in the toolbar, from the drop down select **Videos**. To the right of your desired video thumbnail select the **pencil icon**.

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2. You will be taken to the video details page.

	Cancel Apply	
ting "Microsoft Teams for Virtual Appointments"		↓ Download video 주 Replace video 🔗 Delete vide
Details	Permissions	Options
Name Microsoft Teams for Virtual Appointments	Allow everyone in your company to view this video  Share with  People  Search for People	Comments () On
Description Create a description for your video, including #hashtags	People         ✓         Search for People         Ø           Viewers ©         Owner ©         Display ©	Captions () Autogenerate a caption file () Mo files have been added United a cartion file

#### **Updating Details**

1. Select the text field to update the Name and/ or description of your video.

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Details	
Name	
Microsoft	Teams for Virtual Appointments
Description	

#### **Modifying Permissions**

- 1. In the video details, different video details can be set:
  - a. Allow everyone in your company to access this video: Anyone in Queensland Health can view the video.
  - b. Share with: Specific people from your organisation by searching their name.
  - c. To remove people from the video view, select the **X** beside their name.
  - d. Select if you would like viewers to be an 'Owner' of the recording. As an Owner they can also edit video details.

	Permissions		
а	Allow everyone in your compar	ny to view this	video 🛈
b	Share with ① People  Search for I	People	Q
с	Viewers ① × ② Kim Decke (Kim.Decke × ③ Jonaa Eva (Jonaa.Eva@)	Owner ① d	Display 🛈

#### **Setting Options**

Under options you can choose to:

- Enable comments
- Upload captions
- Upload subtitles

Options		
Comments ① On		
Captions ① Autogenerate a caption No files have been added	-	
Subtitles () No files have been added	Upload a subtitle file	

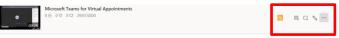
#### **Applying changes**

Once video details have been updated, select **Apply** for changes to take effect.

	Cancel	Apply		
Editing "Microsoft Teams for Virtual Appointments"			↓ Download video T Replace vide	o 👔 Delete video
Details	Permissions		Options	
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### More actions

1. To the right of your video recording thumbnail, select the **three dots** for **More actions**.



- 2. From the **More Actions** dropdown box you can select to:
  - a. Share: Create a shareable link to video.
  - b. Replace video: To replace video with a different video recording.
  - c. Delete: Remove the video from Microsoft Stream.
  - d. Trim Video: Edit and remove sections of the recording.
  - e. Download video: Download the recording as a video file.

